

**Local Program Agreement**

**For The Provision of On-Site Employment Counselor and Eligibility Specialist**

**With The**

**Central Region Department of Workforce Services**

**And**

**Tooele County Relief Services**

**AMENDMENT #1**

**Parties:**

This agreement is between the Department of Workforce Services – Central Region, 1385 South State Street Salt Lake City, Utah 84115; hereafter referred to as the Department; and the Tooele County Relief Services located at 25 South 100 East, Tooele, UT 84074; hereafter referred to as the TCRS.

**Purpose:**

To have an General Assistance (GA) employment counselor and a Veteran's representative to provide core and intensive case management services to homeless and indigent populations at the Tooele Relief Center. This centralization is part of the one-stop homeless initiative to develop an outreach model that facilitates the collaboration of private, non-profit and public community based organizations in coordinating the delivery of supportive services to homeless individuals and their families.

**Authority:**

Non-governmental entities are required to obtain a release of information from the customer in order to receive any agencies' information. No information regarding customers will be shared between the Department and the TCRS without first obtaining a release of information from the customer.

**Documents Incorporated into the Agreement but not attached:**

- a. All documents specified in any attachment to this agreement.
- b. All other governmental laws, regulations or actions applicable.

**Documents Incorporated into the Agreement and included:**

Attachment A: A No-Cost Lease Agreement from Utah State, Department Of Administrative Services Division Of Facilities Construction And Management

Attachment B: Tooele County's Section 14 Occupational Safety and Health and Employees Accident and Injuries

Attachment C: DWS Form 115, Release/ Disclosure of Information & Consent for Coordinated Services

### **Responsibilities for Department**

The Department will provide intensive employment services to customers who are receiving General Assistance grants from the Department. Intensive employment services are defined as:

- Assessment
- Development of a negotiated Employment Plan
- Individualized counseling and career planning
- Case management services
- In-depth testing
- Formal Assessment
- Supportive Services
- Basic Skills/Remediation
- Assist homeless veterans to apply for Department benefits

The Department may also provide core services to individuals not receiving General Assistance, however, case managing General Assistance customers is the main focus of the out stationed employment counselor. Core services are defined as employment services not requiring eligibility determination.

The Department will provide one (1) employment counselor and (1) veteran's representative to TRS. Schedules will be between TRS and the Department based on workload. When employment counselors are unavailable to work at TRS during assigned hours, customer will be referred to the nearest Department's Employment Center office, located at 305 North Main Street, Tooele, for services.

The Department's employment counselor and the veteran's representative will provide intensive employment services to customers who are receiving General Assistance and /or veteran's applying for or receiving Department benefits. Department staff will also provide core services such as job referrals, interviewing preparation, and access to labor market information.

The Department will provide staff with the following equipment:

- A) One (1) laptop computer, which is to be stored at a Department Employment Center when not being used at TRS.
- B) Incidental supplies such as paper, writing utensils, etc.

### **Pathways**

TRS as well the Department will make referrals. Customer will also be able to see counselors on a walk-in basis. Referral from the TRS must have an accompany customer signed release of information detailing the Department as a recipient of the information. Referrals from the Department must have an accompany customer signed release of information detailing TRS as a recipient of the information, see Attachment C DWS Form 115.

### **Eligibility Requirements**

Customers who are currently receiving General Assistance will be cased managed by a Department employment counselor. The employment counselor will also be available to all customers seeking core services such as job referrals, interviewing preparation, access to labor market information.

### **Deliverables/Outcomes**

The Department's employment counselors and eligibility workers will post employment and benefit application status in the UWorks and/or PACMIS systems.

### **Responsibilities for TCRS**

- Tooele County Relief Services (TCRS) will provide, at no cost to the Department, Approximately 185 square feet of workspace, located at 25 South 100 East, Tooele.
- TRS will provide local telephone service and Internet access to Department's personnel, at no cost to the Department.
- TRS will allow the Department's staff to access agency fax machines and printers at no cost the Department.
- TRS will provide out stationed Department staff with keys to the Tooele Resource Center. The Department's staff will not be responsible to pay replace lost keys.
- TRS will provide security at the premises consistent with Tooele county government current policies and procedures.

- TRS will provide suitable parking for out stationed Department staff in the TRS parking lot located on the TRS premises.
- TRS will manage the facility.

**Duration and Modification of LPA**

This LPA is effective **July 1, 2008** and be in effect until **July 31, 2012** with the option of renewal or modification with mutual consent of all parties or until terminated by one or more parties upon 30 days prior written notice to the other parties by certified or registered mail, return receipt requested.

**Point of Contacts**

Department of Workforce Services-Central Region

Tooele County

Sheila Sconiers

Tooele Relief Services Coordinator

Program Specialist

Karen Kuipers

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Vint DeGraw

Employment Center Manager

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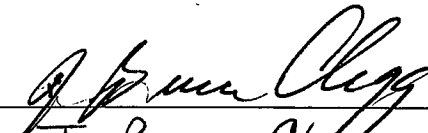
[vdegrow@utah.gov](mailto:vdegrow@utah.gov)

Signature

State of Utah

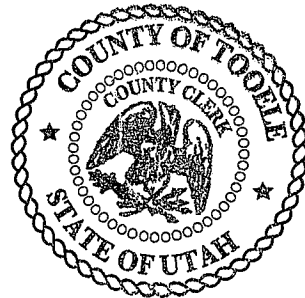
Tooele County

  
\_\_\_\_\_  
6-30-09  
Kristen Cox, Executive Director      Date  
Department of Workforce Services

  
\_\_\_\_\_  
Colleen Johnson,      Date 6-9-09  
County Commission Chairperson

ATTEST:

  
\_\_\_\_\_  
MARILYN K. GILLETTE  
TOOELE COUNTY CLERK



## **DEPARTMENT OF WORKFORCE SERVICES**

### **Work Statement**

Amendment #1

#### **Background**

The Utah State Homeless Coordinating Committee is developing outreach models that facilitate the collaboration of private, non-profit community based organizations with government agencies in coordinating the delivery of supportive services to homeless individuals and their families. A component of this initiative is to develop points of entry that expedites the delivery of housing, employment, medical/mental health treatment and supportive services. The Department of Workforce services is participating in this initiative by providing an out stationed worker located at Tooele County Relief Services, which directly serves homeless and indigent populations.

#### **Purpose**

To have an employment counselor and a Veterans representative provide core and intensive case management services to homeless and indigent populations at the Tooele Relief Center, located at 25 South 100 East, Tooele. This centralization is part of the one-stop homeless initiative to develop an outreach model that facilitates the collaboration of private, non-profit and public community based organizations in coordinating the delivery of supportive services to homeless individuals and their families.

#### **Services**

The Department of Workforce Services (the Department) will provide intensive employment services to customers who are receiving General Assistance grants from the Department.

Intensive employment services are defined as:

- Assessment
- Development of a negotiated Employment Plan
- Individualized counseling and career planning
- Case management services
- In-depth testing
- Formal Assessment
- Supportive Services
- Basic Skills/Remediation
- Assist the homeless veterans to apply for Department benefits

The Department may also provide core services to individuals not receiving General Assistance. Core services are defined as employment services not requiring eligibility determination.

### **Contractor Responsibilities**

Tooele Relief Services (TRS) will provide, at no cost to the Department, Approximately 185 square feet of workspace, located at 25 South 100 East, Tooele.

TRS will provide local telephone service and Internet access to the Department's personnel, at no cost to the Department.

TRS will allow the Department's staff to access agency fax machines and printers at no cost the Department.

TRS will provide out stationed Department staff with keys to the Tooele Resource Center. The Department's Staff will not be responsible to pay replace lost keys.

TRS will provide security at the premises consistent with Tooele county government current policies and procedures.

TRS will provide suitable parking for out stationed Department staff in the TRS parking lot located on the TRS premises.

TRS will manage the facility.

### **The Department Responsibilities**

The Department will provide one (1) employment counselor and (1) veteran's representative to TRS,. Schedules will be between TRS and the Department based on workload. When employment counselors are unavailable to work at TRS during assigned hours, customer will be referred to the nearest Department's Employ Center office, located at 305 North Main Street, Tooele, for services.

The Department's employment counselor and veteran's representative will provide intensive employment services to customers who are receiving General Assistance and/or are veteran's applying for or receiving Department benefits. Department staff will also provide core services such as job referrals, interviewing preparation, and access to labor market information.

The Department will provide staff with the following equipment:

- A) One (1) laptop computer, which is to be stored at a Department Employment Center when not being used at TRS.
- B) Incidental supplies such as paper, writing utensils, etc.

**Pathways** TRS as well the Department will make referrals. Customer will also be able to see counselors on a walk-in basis.

### **Eligibility Requirements**

Customers who are currently receiving General Assistance will be case managed by a Department employment counselor. Veterans who are receiving Department benefits will be case managed by the Veteran's Representative. The employment counselor will also be available to all customers seeking core services such as job referrals, interviewing preparation, access to labor market information.

### **Deliverables/Outcomes**

The Department's employment counselor and Veteran's Representative will post employment and benefit application status in the Uworks and/or PACMIS systems.

### **Points of Contact**

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