

MOU SIGNATURE POLICY AND PROCEDURES

1. The NYS agencies must sign the MOU prior to signing of the MOU by other partner programs.
2. Signatures of the NYS agencies will be obtained via a single request by the Executive Director of the Local Workforce Development Board (LWDB).
3. The signature request must be emailed to swib@labor.ny.gov with the subject line “[LWDA name] MOU Signature Request.” The request transmittal must include:
 - a. The MOU document in MSWord format, with signature pages prepared for counterpart signing (to expedite obtaining signatures), and the signature page for the “Commission for the Blind” prepared as “NYS Office for Children and Families/NYS Commission for the Blind (OCFS/NYSCB).” MSWord format is required to allow the NYS agencies to comment and/or modify, should this be necessary for signature. Please indicate how many traditional/electronic signatures you need from each State agency.
 - b. An assurance that the designated partner program negotiators approve of the MOU document being ready for NYS agencies’ signature.
4. Upon receipt of a request, the MOU will be assessed for presence of language and/or conditions included in the MOU Template by the NYS agencies; as such language/conditions are in the template because it is necessary for NYS agencies’ signatures.

It is also important to note that the MOU template only allows a single agreement among required program partners. This is because the documentation required for NYS agencies’ signatures of individual MOUs among required partners is overly burdensome. Therefore, a single umbrella MOU document that reflects agreement among program partners, and that retains language/conditions in the MOU template is critical to obtaining the NYS agencies’ signatures.

5. MOUs deemed acceptable will be advanced for NYS agencies’ signatures, and upon being signed, MOU will be returned to the LWDB Executive Director to proceed with obtaining a fully executed MOU.
6. MOUs deemed unacceptable for NYS agencies’ signatures will be returned to the LWDB Executive Director, with reasons for its return.
7. Once the MOU is fully executed, copies that include all signatures should be provided to each partner.