



NEMO WIB Issuance #01-10

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To: All Northeast Region Missouri Career Center Staff

From: Mark Fuqua, Executive Director

Subject: **Scope of Work**

Purpose: To provide a Scope of Work for the General provision of Career Center services and services applicable to the Workforce Investment Act Adult and Dislocated Worker programs in the Northeast Region Workforce Investment Board.

Substance: To aide in the integration of services and to provide guidance when functioning in the Next Generation Career Center Model, the following Scopes of Work has been developed. These Scopes are intended to provide general provisions that apply to the career centers in the Northeast Region.

A Scope of Work is attached for the following Services:

- Administrative and Management
- On-the-Job Training
- Occupational Skills Training
- Work Experience/Internships for WIA Adult and Dislocated Workers
- Relocation Assistance

Contact: If you have any questions or comments please contact Mark Fuqua or Linda Studer, NEMO Workforce Investment Board, at 660-327-5125.

Mark Fuqua, Executive Director
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