

ONE-STOP CERTIFICATION CHECKLIST

Certification Assessment Checklist

Local Office Reviewed: **Brookings**

Date: **10/20/2017**

Eligibility determination	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	FOR DR programs
Outreach, intake and orientation to information and services available through the one-stop delivery system	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	yes, a list of services is provided & reviewed
Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Labor exchange services	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	through direct linkage
Provision of workforce and labor market information	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Provision of information on:			
-Performance and cost information on eligible providers of training by program,	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
-Eligible providers of Youth Workforce Investment activities,	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
- Providers of adult education,	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
-Providers of career and technical education activities available to school dropouts, and	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
-Providers of vocational rehabilitation services	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Provision of information regarding how the State is performing in the performance accountability measures	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	WIOA Annual Report

Provision of information and referral relating to the availability of support services or assistance	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Provision of information and assistance regarding filing claims for unemployment compensation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not funded under WIOA	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Assistance & connection with FAESA, connection with training providers & WIDA training programs
Services as appropriate for an individual to obtain or retain employment	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Follow-up services	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Provides job search, placement, recruitment, and other labor exchange services authorized under the Wagner-Peyser Act <ul style="list-style-type: none"> Business Services UI claims filing assistance 	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Access to programs and activities carried out by One-Stop partners through Direct Linkage	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Phone calls & working towards implementation of Skype & Instant Messaging
Access to training services as described in section 134(e)(3), including serving as the point of access to training services for participants in accordance with section 134(e)(3)(G).	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Access to the data, information, and analysis described in section 15(a) of the Wagner-Peyser Act	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Does the One-Stop center meet the workforce development needs of businesses? How?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Customer satisfaction survey for businesses implemented by the

Organization and Management	Description/Comments
Does the office facilitate integrated partnerships?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Monthly & quarterly partnership meetings
Are services organized by function rather than programs? (Staff communication, cross training, teams)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Some services are and others not. This is something local offices are striving for
Procedures are in place to assure coordination of and avoid duplication among One-Stop delivery system partner programs.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Integrated resource teams for program participants.
Are activities completed to ensure communication regarding policy, procedure implementation?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Policies are available at www.sdjobs.org webinars, conference calls, PDV & newsletters. All partners have taken place.
Is professional development offered to all One-Stop staff?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO program training has taken place with more scheduled. BPR offers training
Are all One-Stop staff informed kept up-to-date with labor market trends?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO e-labor bulletins is shared, LMI is easily accessible, training will be established
Are activities completed to ensure continuous improvement is made to respond to specific customer feedback?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO customer satisfaction survey implemented Pyle
Work or meeting space is available at the One-Stop Center for visiting partner programs, whenever feasible and available	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Are resources available to customers in the Resource Room? (computers, phone, pamphlets)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO phones, computers, notes, brochures, internet, pamphlets
American Job Center identified on primary electronic resources, printed materials, and facility signage	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ADC is on electronic & printed resources. Transparencies for front door signage has been ordered.

Programs available in One-Stop center		MOU in place?		Description/Comments
Title I WIOA Adult & Dislocated Worker	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	State level MOU with all WIOA required partners
Title I WIOA Youth	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
Wagner Peysler	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
SCSEP	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
Vocational Rehabilitation	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
Unemployment Insurance	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
SNAP E & T	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
TANF E & T	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
TAA	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
Adult Education	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	Local MOU is in place
HUD	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Career & Technical Education	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Jobs for Veterans State Grant	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	
Community Service Block Grant	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Second Chance Act	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Job Corps	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
National Farmworker Jobs Program	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Other	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Does this One-Stop office have a program other than Wagner-Peyser offered more than 50% of the time?				
	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	

Accessibility Assessment	Description/Comments	
Has there been an ADA Accessibility Study completed? When?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	A new policy is being developed. This will be completed every 3 years last completed 2016
What reasonable solutions were able to be made?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has there been an Equal Opportunity review completed? When?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	All offices had an EO review in FY14, FY15 or FY16. This will be completed every 3 years.
What reasonable solutions were able to be made?	<input type="checkbox"/> YES <input type="checkbox"/> NO	A new policy is being drafted

Comprehensive Affiliate

Reviewer's Signature: Kendra Ringelmeier Date: 10/23/17

Board Recommendation for Improvement:
 Direct Linkage, work flow, LMI training, ADA & EO review

Board Certification Recommendation: Yes No

Workforce Development Council Chair Signature: _____ Date: ____/____/____