

# ONE-STOP CERTIFICATION CHECKLIST

Certification Assessment Checklist

Local Office Reviewed:

*Huron*

Date: 10/23/2017

Are the following services provided?	YES	NO	Comments
Eligibility determination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For DR programs
Outreach, intake and orientation, to information and services available through the one-stop delivery system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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"/>	<input type="checkbox"/>	
Labor exchange services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	<input type="checkbox"/>	through direct linkage
Provision of workforce and labor market information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provision of information on:			
-Performance and cost information on eligible providers of training by program,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
-Eligible providers of Youth workforce investment activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
-Providers of adult education,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
-Providers of career and technical education activities available to school dropouts, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
-Providers of vocational rehabilitation services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provision of information regarding how the State is performing on the performance accountability measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WIDA Annual Report

Standard/Requirement (Part)	YES	NO	Observed/Comments
Provision of information and referral relating to the availability of support services or assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provision of information and assistance regarding filing claims for unemployment compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not funded under WIDA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assistance & connection with FA/FAA, connection with training providers & WIDA training programs
Services, as appropriate for an individual to obtain or retain employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Follow-up services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provides job search, placement, recruitment, and other labor exchange services authorized under the Wagner-Peyser Act <ul style="list-style-type: none"> <li>Business Services</li> <li>UI claims filing assistance</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Access to programs and activities carried out by One-Stop partners through Direct Linkage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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"/>	<input type="checkbox"/>	
Access to the data, information, and analysis described in section 15(a) of the Wagner-Peyser Act.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does this One-Stop center meet the workforce development needs of businesses? How?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Customer satisfaction survey for businesses implemented 4/16.

Organization and Management			Description/Comments
Does the office facilitate integrated partnerships?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Monthly & quarterly partnership meetings
Are services organized by function rather than program? (staff communication, cross training, teams)	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	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.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Integrated resource teams for program participants.
Are activities completed to ensure communication regarding policy, procedure implementation?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Policies are available at www.sejors.org webinars, conference calls, DPN & meetings in person have taken place.
Is professional development offered to all One-Stop staff?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	program training has taken place with more scheduled. BHR offers training.
Are all One-Stop staff informed, kept up-to-date with Labor Market Trends?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	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?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	customer satisfaction survey implemented file.
Work or meeting space is available at the One-Stop Center for visiting partner programs, whenever feasible and available	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Are resources available to customers in the Resource Room? (computers, phone, pamphlets)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	phones, computers, videos, brochures, internet, pamphlets
American Job Center identified on primary electronic resources, printed materials, and facility signage	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	ADC is on electronic & printed resources. Transparencies for front door signage has been ordered.



Programs available in One-Stop Center	Mod in place?			Description/Comments
Title I WIOA Adult & Dislocated Worker	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
Title I WIOA Youth	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	State level mod is in place with case work required partners
Wagner Peyser	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
SCSEP	YES <input checked="" 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"/>	
Unemployment Insurance	YES <input checked="" 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"/>	
TANF E & T	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
TAA	YES <input checked="" 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"/>	
HUD	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"/>	
Jobs for Veterans State Grant	YES <input checked="" 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"/>	
Second Chance Act	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"/>	
National Farmworker Jobs Program	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"/>	
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"/>	

Accessibility Assessment

Description/Comments

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

Comprehensive

Affiliate

Reviewer's Signature:

*Kandice Ringhiser*

Date: 6/22/2017

Board Recommendation for improvement:

Direct linkage, work flow, LMI training, ADA & EO review

Board Certification Recommendation:  Yes  No

Workforce Development Council Chair Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_