

ONE-STOP CERTIFICATION CHECKLIST

Certification Assessment Checklist

Local Office Reviewed: **Madison**

Date: **10/29/2017**

As the following services provided	YES	NO	
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

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 FAIFSA, 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(c)(3), including serving as the point of access to training services for participants in accordance with section 134(c)(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 this 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 Pyle.

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 program? (staff compilation, 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.sjofors.org webinars, conference calls, PDN & meetings.
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. BHR 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, LM1 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.
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, videos, 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 AOC 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"/>
Title I WIOA Youth	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
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 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"/>

State level MOU with all required WIOA partners

Accessibility Assessment			Description/Comments
Has there been an ADA Accessibility Study completed? When?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	A new policy is being developed. This will be completed 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"/>	2010 - A new policy is being developed. This will be completed every 3 years.
What reasonable solutions were able to be made?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Comprehensive

Affiliate

Reviewer's Signature: Kendra Ringelmeier

Date: 10/23/2017

Board Recommendation for improvement:

Direct linkage, work flow, LMI training, ADA & ED review.

Board Certification Recommendation: Yes No

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