

ONE-STOP CERTIFICATION CHECKLIST

Certification Assessment Checklist

Local Office Reviewed: Mitchell

Date: 10/22/2017

Eligibility determination	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	FOR DR programs
Outreach, intake and orientation, to information and services available through the one-stop delivery system	YES <input checked="" type="checkbox"/>	NO <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	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Labor exchange services	YES <input checked="" type="checkbox"/>	NO <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	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	through direct linkage
Provision of workforce and labor market information	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Provision of information on:			
-Performance and cost information on eligible providers of training by program,	YES <input checked="" type="checkbox"/>	NO <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	YES <input checked="" type="checkbox"/>	NO <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 Unclaiming 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 Skypel & Instant Messaging
Access to training services as described in section 134(i)(3), including serving as the point of access to training services for participants in accordance with section 134(i)(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 by the

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 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.sjjobs.org Webinars, conference calls, DPN & newsletters 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. BIR 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, EM 15 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 P116.
Work of 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	AJC is on electronic & printed resources. Transparencies for front door signage has been ordered.

Programs available in One-Stop Center			Multi-Phase?	Description/Comments
Title I WIOA Adult & Dislocated Worker	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	state level MOU is in place with all WIOA required partners
Title I WIOA Youth	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
Wagner Peyser	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
SCSEP	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
Vocational Rehabilitation	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
Unemployment Insurance	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
SNAP E & T	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
TANF E & T	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
TAA	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
Adult Education	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input checked="" type="checkbox"/>	Local level MOU is in place
HUD	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	YES <input type="checkbox"/>	
Career & Technical Education	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	YES <input type="checkbox"/>	
Jobs for Veterans State Grant	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
Community Service Block Grant	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	YES <input type="checkbox"/>	
Second Chance Act	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	YES <input type="checkbox"/>	
Job Corps	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	YES <input type="checkbox"/>	
National Farmworker Jobs Program	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	YES <input type="checkbox"/>	
Other	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	YES <input type="checkbox"/>	
Does this One-Stop office have a program other than Wagner-Peyser offered more than 50% of the time?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	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. This 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 offices had an EO review completed in FY14, FY15 or FY16. A new policy is being drafted. This will be reviewed 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: 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: ____/____/____