

ONE-STOP CERTIFICATION CHECKLIST

Certification Assessment Checklist

Local Office Reviewed: Pierre

Date: 10/22/2017

Eligibility determination	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	FOR DLR 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:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
-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	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	WIDA Annual Report

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

Assistance & connection with FAESA, connection with training providers & WIOA training programs

phone calls & working towards implementation of Skype & Instant Messaging

Customer satisfaction survey for businesses implemented Pylb

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.sejobs.org. Webinars, conference calls, DDIV & MetroDOD. A 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"/> Labor bulletin is shared, LM 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 Pyllk.
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"/> AJC is on electronic & printed resources. Transparencies for front door signage has been ordered.

Programs available in One-Stop Center	MOU in place?		Description/Comments
	YES	NO	
Title I WIOA Adult & Dislocated Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	State level MOU with all WIOA required partners
Title I WIOA Youth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wagner Peyser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SCSEP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vocational Rehabilitation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Unemployment Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SNAP E & T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TANFE & T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TAA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Adult Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
HUD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Career & Technical Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Jobs for Veterans State Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Community Service Block Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Second Chance Act	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Job Corps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
National Farmworker Jobs Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>	

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 checked="" type="checkbox"/>	NO <input type="checkbox"/>	Automated doors addressed in 2014
Has there been an Equal Opportunity review completed? When?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	2/2016. 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"/>	

Comprehensive Affiliate

Reviewer's Signature: Kendrea Ringthorpe Date: 6/23/2017

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

Board Certification Recommendation: Yes No

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