

ONE-STOP CERTIFICATION CHECKLIST

Certification Assessment Checklist

Local Office Reviewed: Spearfish

Date: 10/22/2017

Are the following services provided?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	For DLR programs
Eligibility determination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For DLR 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:	<input checked="" type="checkbox"/>	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WIOA Annual Report

Provision of information and referral relating to the availability of support services or assistance	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Provision of information and assistance regarding filing claims for unemployment compensation	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not funded under WIOA	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Assistance & connection with FAFSA, connection with training providers & WIOA training programs
Services, as appropriate for an individual to obtain or retain employment	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Follow-up services	YES <input checked="" type="checkbox"/> NO <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"> • Business Services • UI claims filing assistance 	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Access to programs and activities carried out by One-Stop partners through Direct Linkage	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	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(e)(3)(G)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Access to the data, information, and analysis described in section 15(a) of the Wagner-Peyser Act	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Does this One-Stop center meet the workforce development needs of businesses? How?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Customer satisfaction survey for businesses implemented Pyle.

Organization and Management	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Description
Does the office facilitate integrated partnerships?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly & quarterly partnership meetings
Are services organized by function rather than program? (staff communication, cross training, teams)	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integrated resource teams for program participants.
Are activities completed to ensure communication regarding policy, procedure implementation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policies are available at www.sejobs.org webinars, conference calls, DNV & meetings. Responses have been taken.
Is professional development offered to all One-Stop staff?	<input checked="" type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Customer satisfaction survey implemented. Pylle.
Work or meeting space is available at the One-Stop Center for visiting partner programs, whenever feasible and available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are resources available to customers in the Resource Room? (computers, phone, pamphlets)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phones, computers, videos, brochures, Internet, pamphlets.
American Job Center identified on primary electronic resources, printed materials, and facility signage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AJC is on electronic & printed resources. Transparencies for front door signage has been ordered.

Description / Comments	MOU In place?	
Programs available in One-Stop Center	YES	NO
Title I WIOA Adult & Dislocated Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SNAP E & T	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TANF E & 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Jobs for Veterans State Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Service Block Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Second Chance Act	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job Corps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
National Farmworker Jobs Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<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"/>	<input type="checkbox"/>

State level MOU with all WIOA partners

Has there been an ADA Accessibility Study completed? When?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	5/17 - A new policy is being developed. Will review every 3 years.
What reasonable solutions were able to be made?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	power doors
Has there been an Equal Opportunity review completed? When?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	3/17 - A new policy is being developed. Will review every 3 years.
What reasonable solutions were able to be made?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Comprehensive

Affiliate

Reviewer's Signature: Andria Ringmeyer

Date: 6/22, 2017

Board Recommendation for improvement:

Direct linkage, work flow by services rather than program, LMI training, ADA & EO review.

Board Certification Recommendation: Yes No

Workforce Development Council Chair Signature: _____

Date: ____/____/____