

# ONE-STOP CERTIFICATION CHECKLIST

## Certification Assessment Checklist

Local Office Reviewed: Vermillion

Date: 10/22/2017

Are the following services provided?		YES	NO
Eligibility determination		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outreach, intake and orientation to information and services available through the one-stop delivery system	For DLR programs yes, a list of services is provided & reviewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	through direct linkage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	WIDA Annual Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Services Provided (cont.)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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"/>
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"> <li>• Business Services</li> <li>• UI claims filing assistance</li> </ul>	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"/>
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).	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"/>

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

phone calls & working towards implementation of Skype & Instant Messaging

Customer satisfaction survey for businesses implemented Pyllb.

Organization and Management	Description/Comments	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the office facilitate integrated partnerships?	Monthly & quarterly partnership meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are services organized by function rather than program? (staff communication, cross-training, teams)	Some services are and others not. This is something local offices are striving for	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Procedures are in place to assure coordination of and avoid duplication among One-Stop delivery system partner programs.	Integrated resource teams for program participants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are activities completed to ensure communication regarding policy, procedure, implementation?	Policies are available at www.sjobs.org webinars, conference calls, DDN & meetings. Information have taken place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is professional development offered to all One-Stop staff?	Program training has taken place with more scheduled. BTR offers training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all One-Stop staff informed kept up-to-date with Labor Market Trends?	Labor bulletin is shared, LMI is easily accessible, training will be established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are activities completed to ensure continuous improvement is made to respond to specific customer feedback?	Customer satisfaction survey implemented Pylle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)	Phones, computers, videos, brochures, Internet, pamphlets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
American Job Center identified on primary electronic resources, printed materials, and facility signage	AJC is on electronic & printed resources. Transparencies for front door signage has been ordered.	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Description/Comments	MOU in place?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Programs available in One-Stop Center
state MOU with all WIOA partners	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Title I WIOA Adult & Dislocated Worker
	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Title I WIOA Youth
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Wagner Peyser
	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	SCSEP
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	Vocational Rehabilitation
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Unemployment Insurance
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	SNAP E & T
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	TANF E & T
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	TAA
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Adult Education
	YES <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	HUD
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Career & Technical Education
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Jobs for Veterans State Grant
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Community Service Block Grant
	YES <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Second Chance Act
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Job Corps
	YES <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	National Farmworker Jobs Program
	YES <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Other
	YES <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Does this One-Stop office have a program other than Wagner-Peyser offered more than 50% of the time?

Has there been an ADA Accessibility Study completed? When?	YES <input type="checkbox"/>	NO <input checked="" 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"/>	5/17 - A new policy is being developed. EO 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 Ringhney

Date: 10/27/2017

Board Recommendation for improvement:

Direct Linkage, work flow, LMI training, ADA & EO review.

Board Certification Recommendation:  Yes  No

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

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