

# ONE-STOP CERTIFICATION CHECKLIST

## Certification Assessment Checklist

Local Office Reviewed: **Watertown**

Date: **10/22/2017**

Are the following services provided?		YES	NO	Comments
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"/>	WIDA Annual Report

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

Organization 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.sjjobs.org Webinars, conference calls, DDM & newsletters in postal mail 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?	e-labor bulletins 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"/>

Programs available in One-Stop Center	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	MIG in place?	Description/Comments
Title I WIOA Adult & Dislocated Worker	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	state level mox with all
Title I WIOA Youth	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	WIOA partners
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 checked="" 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"/> NO <input type="checkbox"/>	

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 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"/>	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: Andrea Ringmeier 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: \_\_\_/\_\_\_/\_\_\_

WIOA §121, §134, §188  
 20 CFR §678.300-678.320

REV 05/2017

3.3 - One-Stop Certification