

ONE-STOP CERTIFICATION CHECKLIST

Certification Assessment Checklist

Local Office Reviewed: Yankton

Date: 10/29/2017

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"/>	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"/>
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"/>
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"/>

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 by 16

Organization and Management	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Partnership Programs
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, DDM & meetings. no 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 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?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	customer satisfaction survey implemented Py16
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 <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
Title I WIOA Adult & Dislocated Worker	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	state level MOU will be in place
Title I WIOA Youth	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	with all WIOA required partners
Wagner Peysor	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 checked="" type="checkbox"/>	local MOU
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"/>	

Has there been an ADA Accessibility Study completed? When?	YES <input type="checkbox"/>	NO <input 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"/>	May 2017 - 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: Kyndra Ringmeyer

Date: 10/23/2017

Board Recommendation for improvement:

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

Board Certification Recommendation: Yes No

Workforce Development Council Chair Signature: _____

Date: ____/____/____