

## ALABAMA WORKFORCE INVESTMENT SYSTEM

Alabama Department of Commerce  
Workforce Development Division  
401 Adams Avenue  
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Montgomery, Alabama 36130-4106

April 2, 2020

### GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2015-08, Change 01

**SUBJECT:** One-Stop Career Center Systems and One-Stop Delivery System Certification

**1. Purpose.** To provide guidance and the deadline for the certification of One-Stop Career Centers and the One-Stop delivery system that is to be conducted by local workforce development boards for the Program Year 2019 through Program Year 2021 three-year period.

**2. Discussion.** The Workforce Innovation and Opportunity Act (WIOA) Section 121(e)(2)(A) states that each area must operate at least one comprehensive One-Stop Career Center. Additional comprehensive One-Stop Career Centers and affiliate Career Centers are also allowed. WIOA Section 134(c)(1)(i), states the State is responsible "to establish a One-Stop delivery system." Certification of One-Stop Career Centers and the One-Stop Delivery System is required to be done by local boards at least once every three (3) years in order for them to receive infrastructure funding pursuant to WIOA Section 121(h).

During Program Year (PY) 2016, each local workforce development board developed certification standards based on the Certification Criteria issued in Governor's Workforce Innovation Directive (GWID) PY2015-08 and received approval from the Alabama Department of Commerce Workforce Development Division, to use the standards they developed. Local areas certified One-Stop Career Centers and their One-Stop Delivery Systems for the PY 2016 through PY 2018 three-year period. Each local workforce development area must recertify its respective One-Stop Career Centers and One-Stop Delivery System for the PY 2019 through PY 2021 three-year period.

Local Workforce Development Areas should use their current Certification Processes and Procedures previously approved by the Alabama Department of Commerce Workforce Development Division to certify their One-Stop Career Centers and One-Stop Delivery System. If certain criteria on the certification form does not apply to an affiliate site, include a notation (N/A) on the form. Please note that every Career Center location, including both comprehensive and affiliate (satellite and itinerant) sites, must be certified in accordance with TEGL NO. 16-16.

**3. Action.**

Due to the ongoing COVID-19 crisis, the time period to complete certifications is being extended past the ending date of PY19 (June 30, 2020), which is when they currently are due. Certifications should now be completed by the local board and submitted to the State Program Integrity Section no later than October 30, 2020.

Statements of certification must be submitted as a component of the local area plan in PY 2021. If the certifications are not completed within the required timeframes, the local area becomes ineligible to receive infrastructure funding from partners or state set-aside funds for those areas that utilize the state infrastructure funding mechanism. When the State Program Integrity Section receives statements of certification, they will be reviewed, and a letter will be issued that acknowledges a local board has certified its Career Centers and is eligible to receive infrastructure funding.

**4. Contact.**

Questions regarding this Directive should be referred to Jan Dame, Workforce Development Division, State Program Integrity Section at (334) 242-5175 or [jan.dame@commerce.alabama.gov](mailto:jan.dame@commerce.alabama.gov).

**5. References.**

- Governor's Workforce Innovation Directive No. PY 2015-08, January 21, 2016.
- Training and Employment Guidance Letter One-Stop Operating Guidance for WIOA No. 16-16, January 18, 2017.



Tammy Wilkinson, Division Director, Workforce Development Division  
Alabama Department of Commerce

3/31/2020  
Date

**Attachment:** One-Stop Certification criteria per GWID PY 2015-18, January 21, 2016.

**ATTACHMENT: MINIMUM ONE-STOP CERTIFICATION CRITERIA**

	<b>Focus Area</b>	<b>Criteria to be Used</b>	<b>Standards to Meet</b>
<b>1</b>	Effectiveness	<ul style="list-style-type: none"> <li>-Performance accountability as outlined in grant agreements and expenditure authorizations</li> <li>-Local Performance Measures</li> <li>-Sector Partnerships</li> <li>-Career Pathways</li> <li>-Enrollment objectives for targeted populations</li> <li>-Alignment of services with needs of the area</li> <li>-Fiscal Responsibility</li> </ul>	<ul style="list-style-type: none"> <li>a. Outcomes defined in grant agreements and expenditure authorizations</li> <li>b. Thresholds related to negotiated performance targets</li> <li>c. Coordination of goal setting across programs exists</li> <li>d. Active involvement in initiatives and discretionary grants and expected outcomes for initiatives and discretionary grants are met</li> <li>e. Demonstrate that strategies are based on an analysis of the area</li> <li>f. Satisfaction of employers with services provided</li> <li>g. Expenditure rate exceeds the minimum requirement to maintain compliance</li> </ul>
<b>2</b>	Physical and programmatic accessibility	Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq and Section 188 of the WIOA if applicable	In compliance as shown by an inspection, audit, or review within last three (3) years
<b>3</b>	Continuous improvement of One-Stop Career Centers and the One-Stop delivery system	Goals established for the services provided by each One-Stop Career Center and the One-Stop delivery system	<p>Standards are connected to goals and may shift as goals change</p> <ul style="list-style-type: none"> <li>a. Business Services activities in compliance with annual goals</li> <li>b. Re-employment and Youth activities in compliance with annual goals</li> <li>c. Level of Services for each One-Stop Career Center justifies its annual operational costs</li> </ul>
<b>4</b>	Integration of available services	Service Coordination Agreements	<p>At a Minimum:</p> <ul style="list-style-type: none"> <li>a. An MOU is in place</li> <li>b. The MOU includes all required partners</li> <li>c. Co-enrollment is addressed</li> <li>d. A referral procedure for all programs is in place</li> <li>e. Demonstrate that the level of integration has improved in the past three (3) years</li> </ul>