

**Workforce Solutions Office: One-Stop Certification**

Local Workforce Development Area:

Office Name and Address:

Office Days and Hours of Operation:

Date Office Opened:       Cost Center #:

Choose One: Comprehensive Center:  Affiliate Site:

**Check all workforce partner programs that are physically colocated or otherwise accessible to customers in the Workforce Solutions Office:**

**Physical Other**

Workforce Innovation and Opportunity Act (WIOA) Adult program

WIOA Dislocated Worker program

WIOA Youth program

Wagner-Peyser Employment Service program

Adult Education and Literacy (AEL) program

Vocational Rehabilitation (VR) program

Unemployment Insurance (UI) program, including RESEA

Trade Adjustment Assistance (TAA) program

Choices program

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program

Subsidized Child Care programs

Registered Apprenticeship programs (Texas Education Code, Chapter 133)

Veteran Employment and Training programs—DVOP and LVER programs

Senior Community Service Employment Program (SCSEP)

Post-secondary CTE program authorized under Perkins V

Job Corps program

Native American programs

Community Service Block Grant (CSBG) programs

Reintegration of Offenders program, authorized under Second Chance Act

HUD administered employment and training programs

YouthBuild programs

Other Workforce Partners (please list all other workforce partners:

**Does the Workforce Solutions Office meet the following WIOA requirements for One-Stop Certification, as defined in WIOA regulations at 20 CFR §678.800?**

1. Provide Workforce Solutions Office services effectively, in accordance with 20 CFR §678.800.

| **Certification Requirement** | **Confirmation** |
| --- | --- |
| Integrates available services for participants and businesses |  |
| Meets the workforce development needs of participants |  |
| Meets the employment needs of local employers |  |
| Operates in a cost-efficient manner; has fiscal management systems that include appropriate fiscal controls in place; and during regularly scheduled Board meetings, the Board includes a quarterly review of the financial status of the Board and its service provider, for all funding sources it administers |  |
| Coordinates services among the workforce partner programs |  |
| Includes the common identifier tagline “A proud partner of the American Job Center network” on all products; programs; activities; online and in-person services; primary electronic resources; websites; printed, purchased, or created materials; facilities and related property; and new materials |  |
| Provides access to partner program services to the maximum extent practicable, including providing services outside of regular business hours, when there is a workforce need identified by the Local Workforce Development Board (Board) |  |
| Customer satisfaction (Must take into account feedback from customers.) |  |

1. Complies with Equal Opportunity (EO) accessibility requirements, in accordance with 20 CFR §678.800. Please provide a copy of the Board’s completed EO review.

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| Ensures equal opportunity for individuals with disabilities to participate in or benefit from Workforce Solutions Office services | EO Review completed |
| Makes reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination against persons with disabilities | EO Review completed |
| Provides reasonable accommodations for individuals with disabilities | EO Review completed |
| Administers programs in the most integrated setting appropriate | EO Review completed |
| Communicates with individuals with disabilities as effectively as with individuals without disabilities | EO Review completed |
| Provides appropriate auxiliary aids and services, including assistive technology devices and services, when necessary to give individuals with disabilities an equal opportunity to participate in and enjoy the benefits of, the program or activity | EO Review completed |
| Makes available screen magnifier software (for example, MAGic, ZoomText, CDesk, Dolphin Guide, Supernova) |  |
| Makes available screen reader software (for example, NVDA, JAWS, ZoomText) |  |
| Provides quality headphones and/or speakers of any brand that support a 3.5 mm connection (so that headphones or personal earbuds can be used) |  |
| Makes available qualified staff readers (Any staff member may accommodate upon request.) |  |
| Makes available a large-print computer keyboard (for example, MAGic large-print keyboard or other quality keyboard with large-print keys) |  |
| Makes available speech amplification systems (for example, microphones and headphones or wireless headset microphones, ChatterVox voice amplifier, pocket talkers) |  |
| Makes available telephones with volume control and/or amplification devices to include handset amplifiers, large-button, hearing-aid compatible (HAC) (Phone system specific and at least one publicly accessible phone must be HAC compatible.) |  |
| Makes available video text display phones, Video Relay Interpreting Services (VRIS), Video Relay Services (VRS) (for example, P3-Purple, Sorenson Video Relay Service, Cisco ClearCaption, existing TTY/TTD to serve as a backup to VRS or VRIS services or as a primary for areas with limited internet bandwidth) |  |
| Makes available interpreters—sign, oral, or cued speech (staff or contracted), Video Remote Interpreting Services (for example, staff or contractors, by appointment—with appointment requests made at least five business days in advance, LanguageLine solutions, UbiDuo by sComm) |  |
| Provides written materials for orientations, workshops, training, and so on (materials made available with requests made at least five business days in advance to produce content in formats such as braille and large-print or accessible digital content, based on request) |  |
| Makes available a trackball mouse of good quality, with one per assistive technology workstation |  |
| Makes available adjustable-height desks with adjustable keyboard tray, work tables, and chairs (for example, adjustable-height desk, quality adjustable chair, and keyboard tray at each assistive technology workstation) |  |

1. Provides continuous improvement in the local workforce system or local Board area in accordance with WIOA.

| Supports or has a plan in place for the achievement of the negotiated local levels of performance for the indicators of performance for the local area described in WIOA §116(b)(2) |  |
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Executive Director (Signature and Date)

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Printed Name of Staff Completing this Form (Name, Title, and Date)

I certify that this Workforce Solutions Office meets the WIOA One-Stop Certification   
requirements in accordance with 20 CFR §678.800.

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Director, Workforce and Board Support (Signature and Date)