

**Criteria for the Certification of One-Stop Center by Workforce Development Board
Policy # ADWB-01-2016**

This policy provides guidance, process and deadlines for the certification of the one-stop center and one-stop delivery system that is to be conducted by the Arapahoe/Douglas Workforce Development Board (ADWB). The Workforce Innovation and Opportunity Act (WIOA) specifies that the Colorado Workforce Development Council (CWDC) shall establish the minimum criteria for certification of one-stop centers and the one-stop delivery system. Certification is required to be done by the ADWB at least once every three (3) years in order for the one-stop center and the one-stop delivery system to receive infrastructure funding.

Policy highlights include, but not limited to:

Certification Criteria

In order to be certified, the one-stop center and one-stop delivery system must meet or exceed the standards established for each Focus Area per Policy Guidance Letter (PGL) 15-05-WIOA (see attached to view chart).

- On an annual basis, the required partners in the local workforce area will work with Workforce Development Programs (WDP) and the CWDC to reach agreed upon levels of performance that apply to applicable Focus Areas.
- At the request of the ADWB, when it engages in the certification process for the one-stop center and the one-stop delivery system, the CWDC will provide a summary of the performance data that has been provided to the CWDC on these Focus Areas.
- The ADWB is responsible for assessing the one-stop center and one-stop delivery system with these criteria and submitting a record of the assessment and certification determination to the CWDC within ten (10) days of completing the certification determination.
- Per PGL 15-05-WIOA, the ADWB is required to have policy and procedure in place for assessing the one-stop center and one-stop delivery system. This policy:
 - Will be submitted to the CWDC and WDP Regional Liaison for review prior to approval by the ADWB;
 - Will be incorporated into the compliance review procedures conducted by Regional Liaisons

Certification should be completed by the ADWB prior to the beginning of the second program year under WIOA beginning July 1, 2016, and at least every three (3) years thereafter. A statement of certification must be submitted as a component of the local plan. If certification is not completed within the required timeframes, the one-stop center and the one-stop delivery system become ineligible to receive infrastructure funding from partners or the state funds for those areas that utilize the state infrastructure funding mechanism. When the CWDC receives the record of the certification determination, it will be reviewed and a statement will be issued that acknowledges that the ADWB has certified the one-stop operator and that the operator is eligible to receive infrastructure funding.