

MEMORANDUM

FOR: One Stop Partners

FROM: Executive Director, Delaware Workforce Development Board (DWDB)

DATE: January 10, 2108

SUBJECT: Policy 2018001 One Stop Certification

References: Workforce Innovation and Opportunity Act of 2015; Training and Employment Guidance Letter 16-16, Entitled One Stop Operations Guidance for the American Job Center Network, dtd. January 18, 2017; Federal Register, Vol 81, Part VI, US Department of Labor, Workforce Innovation and Opportunity Act, Final Rule, 20 CFR, Part 678, Workforce Innovation and Opportunity Act: Final Rule, dtd August 19, 2016.

1. Purpose. This memo confirms the Certification of Delaware's One Stop System (aka American Job Centers). This certification expires January 8, 2020.

2. In accordance with the cited law and regulations above, the Delaware Workforce Development Board voted on January 9, 2018 and certified the State's One Stop system. The board established the criteria listed below and all Delaware One Stops are compliant with these criteria.

- One Stop Required Partners will use a unified labor exchange system to provide residents with up-to-date labor market data, job listings, and training providers.
- All One Stop required partners will gather information in accordance with governing federal and state regulations and submit reports as required. One Stop partners will use reporting results to improve services.
- All One Stop locations will provide Delawareans with disabilities physical access to services.
- All One Stop locations will provide assistive technologies, where necessary, to ensure people with disabilities have equal access to services.
- Where appropriate, One Stop Partners will report system challenges, solutions, and improvements to the Delaware Workforce Development Board.
- Each One Stop Location will have at least one Business Services Representative to facilitate linkages between job seekers and employers.
- Each Required One Stop Partner will ensure staff are trained and receive annually developmental training (Note, mandatory training from state departments may fulfil this requirement).
- Each One Stop Partner will ensure – to the greatest extent possible – sufficient staff to conduct One Stop activities.
- One Stop Partners will – as practical – attend monthly Leadership Meetings.
- One Stop Partners will – as appropriate – use the Delaware JobLink referral system.
- The Delaware Workforce Development Board will review quarterly progress on federal mandated performance measures.

3. I am the point of contact for this memo at 302-761-8163 or William.Potter@state.de.us

William J. Potter
Executive Director
Delaware Workforce Development Board