



## Workforce Innovation and Opportunity Act (WIOA) Title I Policy

Subject: **One-Stop Center Certification Policy**

Number/Reference: [WIOA 121\(g\)](#)

Effective Date: [6/9/2017](#)

Revision # [Original](#)

### Overview

The Workforce Innovation and Opportunity Act (WIOA) requires that the Oregon Workforce Investment Board (OWIB), in consultation with Local Chief Elected Officials (CEOs) and Workforce Development Boards (WDBs), establish objective criteria and procedures to assess the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers and the one-stop delivery system. Local WDBs are responsible for the assessment based on established criteria and procedures. The result of a successful assessment is certification, allowing the center to receive infrastructure funding under the state funding mechanism as described in the Memorandum of Understanding between the Local WDB and WorkSource Oregon (WSO) Center partners.

### Policy Statement

Local Workforce Development Boards (WDBs) must certify all Comprehensive and Affiliate One-Stop Centers in their Local Area by June 30, 2017 and at least once every three years afterwards. Partner sites and specialized centers are not subject to certification (see Attachment A for definitions).

The certification process must include an on-site in-person evaluation of each Comprehensive and Affiliate Center in the Local Area that includes an assessment of the minimum One-Stop Center requirements in Attachment B.

The local certification process may include, if the Local WDB so decides, additional criteria beyond the federal and state criteria. Local WDBs may not remove or replace any federal or state imposed criteria; they may only add additional criteria that best suits the Local Area.

Local WDBs must submit documentation of the certification review and the outcome for all Comprehensive and Affiliate Centers in their respective local areas in accordance with the requirements in Attachment C.

#### Local WDB as One-Stop Operator

In the event that a Local WDB is the One-Stop Operator for the Local Area, the OWIB is responsible for the assessment and certification of WSO Centers in that Local Area. Local WDBs must provide notification consistent with the One-Stop Operator Procurement Policy to initiate OWIB responsibility.

### Action(s)

Each Local WDB will implement a certification process for all Comprehensive and Affiliate Centers in their Local Area. Local WDBs must submit documentation of the certification review and the outcome for all Comprehensive and Affiliate Centers to [hecc.owi-workforce-policy@hecc.oregon.gov](mailto:hecc.owi-workforce-policy@hecc.oregon.gov) by June 30, 2017 and for each subsequent certification process. Certification must be repeated at least once every three years.

## Contact

[hecc.owi-workforce-policy@hecc.oregon.gov](mailto:hecc.owi-workforce-policy@hecc.oregon.gov)

(updated 6/15/2020)

## Attachments

- Attachment A – WSO Centers and Other Sites – Requirements Matrix
- Attachment B – One-Stop Center Certification Minimum Requirements
- Attachment C – Certification Documentation Requirements
- Attachment D - References