NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

POLICY 2-12-06 (1)

NORTH DAKOTA ONE-STOP CAREER CENTER CERTIFICATION

PURPOSE:

The Workforce Investment Act (WIA) Section 134 (c)(2)(A) states that each area must operate at least one comprehensive One-Stop. Section 134(a)(B)(v), states the State is responsible for "assisting in the establishment and operation of one-stop delivery systems…."

For North Dakota to remain competitive in today's knowledge-based economy, its workforce system is critical. Workforce development and training systems must offer current workers and the emerging workforce opportunities to acquire world-class skills that meet employer demands, while increasing productivity. The workforce system must be comprehensive, flexible, innovative, employer-driven, customer-focused and performance-based. The workforce system must also respond to customer needs, and be adaptable to the rapid changes in the global economy. Technology will be used in the delivery of services to the extent it is feasible.

In an effort to ensure that the One-Stop system meets minimum quality standards, including the effective integration of services, and in anticipation of meeting requirements in the Reauthorization of WIA, the North Dakota Workforce Development Council has developed minimum One-Stop Career Center Certification Criteria for the State.

This standard certification criteria was developed to promote the belief that the One-Stop System must meet the objectives of North Dakota's Strategic State Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act and address local economic issues while supporting overall State economic goals.

POLICY:

In order to be considered for certification as a North Dakota One-Stop Career Center, a One-Stop Career Center Operation Plan (Plan) must be submitted to the North Dakota Workforce Development Council for approval. The North Dakota Workforce Development Council (NDWDC), with agreement of the Governor of North Dakota, is authorized to certify North Dakota One-Stop Career Centers. Notwithstanding the above, North Dakota has developed a one-stop career center system through Job Service North Dakota (JSND) where employment, training, and support services have been co-located. Therefore, JSND is certified as a One-Stop operator under the WIA grandfather clause, Section 121(e) and all JSND career centers are certified North Dakota One-Stop Career Centers.

The One Stop Career Center Operation Plan must show that all the criteria identified below are met.

1. The One-Stop Career Center must meet the needs of the NDWDC, the state and/or community, as established in the State of North Dakota Strategic Two-Year State Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act.

2. The One-Stop Career Center must provide the core services specified in WIA section 134(d)(2), and must provide access to other programs and activities carried out by the One-Stop Career System partners.

3. Co-location of programs is encouraged to the extent possible for financial savings and efficiency. When selecting the site location, consideration must be given to customer accessibility, economic feasibility, and service demands.

4. The One-Stop Career Center must have a customer resource area that is staffed with knowledgeable and trained individuals responsible for providing information on services provided by all partners in the One-Stop system, and meeting the needs of customers. To support the Workforce Investment Act (WIA) coordinated system, and the integration of Wagner Peyser funded "labor exchange" services within the One-Stop Career Centers, the resource area must provide access to on-line services at jobsnd.com and the resource area staff must be trained in the use of jobsnd.com on-line services to assist customers.

5. Procedures are in place to assure coordination of and avoid duplication among one-stop delivery system partner programs.

6. Ability to properly manage the One-Stop Career Center. The One-Stop Center management arrangement (e.g. contract, program administrative entity, etc.) must be detailed. If changes to the management arrangement are made, a new One-Stop Career Center Operation Plan must be submitted to the North Dakota Workforce Development Council.

7. Co-located partners must have a written agreement describing roles and responsibilities of each partner at the site.

8. Work or meeting space must be made available at the One-Stop Center for visiting partner programs, whenever feasible and available.

9. The One-Stop Career Center must be accessible for those with disabilities.

The North Dakota Workforce Development Council will assign a Review Team to conduct periodic reviews of the One-Stop System Certification process and, as deemed necessary, conduct site reviews to verify Certified One-Stop Career Center’s compliance with the Certification requirements.

REFERENCE:

(0) NDWDC minutes dated January 12, 2006
(1) NDWDC minutes dated November 20, 2008

SUNSET: November 20, 2011