

## Evaluation for One-Stop Certification

This form is utilized by CareerSource Florida, Inc. and FloridaCommerce to review the submission of Local Workforce Development Boards (LWDBs) seeking to serve as a One-Stop Operator in compliance with all state laws and federal regulations and provide a recommendation to the State Workforce Development Board for consideration and approval, if appropriate. This form also contains minimum criteria, including those assessing the system’s effectiveness, accessibility, and commitment to continuous improvement, that LWDBs must use in the selection of each local One-Stop Delivery Systems.

### Identifying Information

1. **Please select how the LWDB was selected as the one-stop operator using the dropdown below.**  
Choose an item.
2. **LWDB:** Choose an item.
3. **Date Assessment Completed** Click or tap to enter a date.
4. **Current Certification Level:** Choose an item.
5. **Certification Level Requested:** Choose an item.

### Section A: Effectiveness Criteria<sup>1</sup>

Requirement	Citation (Federal)	Met/ Not Met	Notes
<b>Procurement:</b> Documentation was provided that requirements for sole source procurement <sup>2</sup> or successful competition <sup>3</sup> was completed in alignment with state and federal law.	20 CFR 679.410(a)(1)		
<b>Approval:</b> Documentation of approval of chief elected officer was provided.	20 CFR 679.410(a)(2)		
<b>Performance:</b> Evidence was submitted indicating the LWDB met or exceeded negotiated levels of performance for federal indicators of performance.	20 CFR 678.800(c)		
<b>Performance Monitoring:</b> Evidence was submitted indicated there is a regular process for performance monitoring that includes: <ul style="list-style-type: none"> <li>• The identification and provision of aligned and approved technical assistance designed to support performance improvement;</li> <li>• Customer feedback in alignment with Workforce Policy P9, Availability of Services to Floridians for both jobseekers and businesses; and</li> <li>• The implementation of a regular system of professional development and skills training in alignment with Workforce Policy O92, Staff Training and Credentialing Skill Standards.</li> </ul>	20 CFR 678.800(c)		

<sup>1</sup> [20 CFR 678.800\(b\)](#)

<sup>2</sup> [20 CFR 679.410\(a\)\(1\)\(i\)](#)

<sup>3</sup> [20 CFR 679.410\(a\)\(1\)\(ii\)](#)

<p><b>Programmatic Effectiveness:</b> Documentation was provided that demonstrates how well the one-stop center integrates available services for participants and businesses and meets the workforce development needs of participants and the employment needs of local employers, including:</p> <ul style="list-style-type: none"> <li>• Local labor force participation rates at or below the state average;</li> <li>• Regular collaboration with local economic development organizations and local businesses that include regular meetings and partnerships (OJT contracts, training initiatives, etc.) that align with identified local sectors of strategic focus, identified emerging trends or other needs identified through the use of labor market data;</li> <li>• How access to partner programs is provided to the maximum extent possible, including the provision of services outside of regular business hours as the need is identified by LWDBs and with the feedback of one-stop customers; and</li> <li>• Compliance with relevant State Workforce Policies, State and Federal Law, and Agency Technical Assistance is locally monitored.</li> </ul>	<p>20 CFR 678.800(b)</p>		
<p><b>Programmatic Compliance:</b> Documentation is provided that programmatic compliance is achieved, including:</p> <ul style="list-style-type: none"> <li>• All state and federally required services, including core services, were made available to Floridians consistent with the law, including electronically available services;</li> <li>• All required memorandums of understanding with mandatory or optional partners participating in the one-stop delivery system have been executed;</li> <li>• Submission of required information for employees of FloridaCommerce who deliver employment services; and</li> <li>• Individual Training Accounts have been expended on programs aligned with labor market needs of the local area and utilize locally leveraged resources from other parts of the workforce system.</li> <li>• Requirements specific to Education and Industry Consortium, consistent with section 445.007, Florida Statute, have been met.</li> </ul>			
<p><b>Fiscal Effectiveness:</b> Documentation is provided that describes how well the center(s) operated in a cost-efficient manner. This must include:</p> <ul style="list-style-type: none"> <li>• Documentation related to indirect cost agreement(s); and</li> <li>• that at least 90% of Wagner-Peyser funding is going into direct customer service costs;</li> <li>• The implementation of a regular system of fiscal monitoring to identify and improve fiscal compliance and performance.</li> </ul>	<p>20 CFR 678.800(b)</p>		

<p><b>Accessibility Compliance:</b> Documentation was provided that centers meet accessibility requirements consistent with state and federal law, including the following:</p> <ul style="list-style-type: none"> <li>• Compliance with ADA and disability-related regulations implementing WIOA sec. 188, set forth at <a href="#">29 CFR part 38</a>. This includes how the physical accessibility of one stop centers will be ensured.</li> <li>• Provision of reasonable accommodation, auxiliary aids, services and assistive technology</li> <li>• Provision of reasonable modifications to policies, practices or procedures where necessary,</li> <li>• The administering of programs that encourage participation; and</li> <li>• Policies and practices are designed to communicate effectively with all potential customers, including those with disabilities.</li> </ul>	<p>20 CFR 678.800(b)</p>		
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**Section H: Signatures Documenting Review and Approval by the LWDB or FloridaCommerce**

**\*The application of a LWDB seeking to serve as a one-stop operator must include a signature of the chief elected official in the local area demonstrating approval.**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Organization** \_\_\_\_\_