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"Connecting communities and improving the lives of all generations"

December 8, 2017

TO: Workforce Development Board

FROM:  Irene Pelayo, Workforce Operations- Program Manager
Workforce Development, Aging and Community Services (WDACS)

SUBJECT: COMPREHENSIVE AJCC BASELINE CERTIFICATION

Recommendation

Approve delegated authority for the Workforce Development Board (WDB) Interim Chair, or her designee, to sign the qualification document for all seven (7) Los Angeles County Comprehensive America's Job Centers of California (AJCC) currently undergoing certification reviews and to submit to the final certification document to the State before the December 31, 2017 submission deadline.

Background

In accordance with WIOA Section 121(g), Local Boards must conduct an independent and objective evaluation of the AJCCs in their Local Areas once every three years using criteria and procedures established by the State Board. The State Board has established two levels of AJCC certification: Baseline and Hallmarks of Excellence. The Baseline AJCC Certification is intended to ensure that every Comprehensive AJCC follows key WIOA statutory and regulatory requirements. WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective AJCCs. To assist in these efforts, the State Board, in consultation with an AJCC Certification Workgroup comprised of state-level partners and Local Board representatives, developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Area. The WIOA Joint Final Rule outlines three key requirements for AJCC certification: effectiveness of the AJCC, physical and programmatic accessibility for individuals with disabilities, and continuous improvement.

The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed. The Hallmarks of Excellence were developed in alignment with Department of Labor TEGL 4-15, the State Plan, and the AJCC Certification Workgroup's vision for California's One-Stop delivery system. It is important to note that certification is an individualized process; it will not be used to compare or rank one AJCC or Local Board against another AJCC or Local Board.

Attached, please find the State Board approved Los Angeles County Workforce Development Board Baseline Certification and Hallmark of Excellence Timeline.

Baseline AJCC Certification

To receive Baseline AJCC Certification, an AJCC must meet all of the following requirements:

- The Local Board has implemented a signed MOU with all the required AJCC partners. This includes both Phase I and Phase II of the MOU process.
- The AJCC has implemented the Board-defined roles and responsibilities of the AJCC Operator and Title I Adult and Dislocated Worker Career Services Provider (i.e., an AJCC Operator and Career Services Provider is in place and functioning within the AJCC).
- The AJCC meets all regulatory requirements to be considered a Comprehensive AJCC as identified in WIOA Joint Final Rule Section 678.305.
- The AJCC ensures equal opportunity for individuals with disabilities in accordance with ADA, WIOA Section 188, and all other applicable federal and state guidance.

Local Boards must submit the Baseline AJCC Certification requirements to their Employment Development Department (EDD) Regional Advisor by December 31, 2017. If any of the seven (7) Comprehensive AJCCs do not meet one or more of the Baseline AJCC Certification criteria, it will be deemed as "not yet able to certify." In this instance, the Local Board must submit a corrective action plan along with their Baseline AJCC Certification requirements. The corrective action plan must outline how the Local Board will work with the Comprehensive AJCC to bring the AJCC into compliance by April 1, 2018.

Next Steps

Once Baseline Certification is concluded for the seven (7) Comprehensive AJCCs, the full report will be provided to the WDB, for approval and signature. WDACS will submit the requirements to the EDD Regional Advisor by December 31, 2017. If no corrective actions are needed, we will move forward to take on the Hallmarks of Excellence AJCC Certification criteria by June 30, 2018. The Hallmark of Excellence criteria will be brought forth to the WDB meeting in March 2018, for review and input.

Attachment(s)
JM:IP:CP