



**OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT  
WORKFORCE DEVELOPMENT DIVISION  
MEMORANDUM**

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Meeting of February 18, 2022

**TO:** Members of the Workforce Investment San Francisco Board Executive Committee  
**FROM:** Joshua Arce, OEWD Workforce Development Division Director  
**RE:** America's Job Center of California (AJCC) Baseline Certification

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**ACTION REQUESTED**

The OEWD Workforce Development Division Director recommends that the Workforce Investment San Francisco Board Executive Committee ratify the chair's signing, on behalf of the board, the Baseline Certification, which was submitted to the State on November 1, 2021.

**BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) establishes a framework under which local workforce development boards are responsible for maintaining a network of high quality, effective AJCCs (America's Job Centers of California, also known as One Stop Centers). Local boards are required to "certify" their AJCCs once every three years.

The Baseline Certification is intended to ensure that every AJCC is in compliance with key WIOA statutory and regulatory requirements. Once the AJCC Certification Indicator Assessment is completed, the Local Board must use the recommendations and evaluations from the assessment to create a continuous improvement plan for the AJCC.

**PROCESS**

In order to receive Baseline certification, the AJCC must meet all of the following requirements:

- Completed Phase I and II MOU with required partners
- One Stop Operator and Career Service Providers are in place
- AJCC meets all of the requirements to be considered a comprehensive AJCC
- The AJCC ensures equal opportunity for individuals with disabilities

## **SAN FRANCISCO AJCC**

OEWD evaluated its AJCCs, including the Comprehensive AJCC, Goodwill Industries of San Francisco, San Matteo, and Marin Counties, in accordance with the baseline certification protocol and has determined that all requirements are met. Baseline certification was signed by the Board Chair and submitted on November 1, 2021, a deadline which fell between quarterly WISF meetings. As such, OEWD requests that the WISF Executive Committee ratify the board chair's signature of the attached AJCC Baseline Certification documents.

Attachments:

AJCC Certification Baseline Criteria Matrices