



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

Meeting of December 6, 2017

TO: Members of the Workforce Investment San Francisco Board
FROM: Katherine Daniel, Acting Director, OEWD Workforce Development Division
RE: America's Job Center of California (AJCC) Baseline Certification

ACTION REQUESTED

The OEWD Workforce Development Division Acting Director recommends to the Workforce Investment San Francisco Board to authorize the Chair to sign the Comprehensive AJCC Baseline Certification on behalf of the board by December 31, 2017.

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.

There are two levels of AJCC certification—Baseline Certification and Hallmarks of Excellence Certification. The Baseline Certification is intended to ensure that every AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence Certification is intended to encourage continuous improvement by identifying areas where improvement is needed.

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
- ALCC 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

Deadline for Baseline certification is Dec 31, 2017. If an AJCC does not meet one or more of the requirements for baseline certification by this date, the local board must submit a corrective action plan and work with the AJCC to come into compliance by April 1, 2018.

SAN FRANCISCO AJCC

OEWD evaluated its Comprehensive AJCC - Goodwill Industries of San Francisco, San Mateo, and Marin Counties (also referred to as San Francisco Comprehensive Access Point, CAP) - in

accordance with the baseline certification protocol and has determined that all requirements but one are met. The only outstanding item is the selection of the AJCC Operator. The selection process is currently under way and will be completed prior to December 31, 2017. Therefore, OEWD requests that the WISF board authorizes the board chair to sign San Francisco's Comprehensive AJCC Baseline Certification as soon as all requirements are met.

OEWD will provide an update on the Hallmark of Excellence Certification at the March 2018 WISF meeting.

Attachments:

Baseline Certification Document (Comprehensive AJCC Certification Matrix Baseline Criteria)

WISF-OEWD – AJCC Certification Process

EDD Directive – Certification Process for Comprehensive AJCCs

Originated by Amabel Akwa-Asare, Strategic Initiatives Director

A handwritten signature in blue ink, appearing to read 'Katherine Daniel', with a stylized, overlapping structure.

Katherine Daniel

Acting Director, OEWD Workforce Development Program