

# Region VI Workforce Development Board

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**Name of Local Board:** Region VI Workforce Development Board

**Name of One-Stop Facility:** Clarksburg American Job Center

**Address of One-Stop Facility:** 153 W Main Street, Clarksburg, WV 26301

**Comprehensive Center** ☐ **Affiliate Site** ☒

**One Stop Operator:** HRDF, Inc.

**One Stop Coordinator:** April Pierson

**Date of Review:** July 11, 2022 (buc)

**One Stop meets minimum certification requirements.** Yes ☒ No ☐

**One-Stop does not meet minimum requirements.** Yes ☐ No ☐  
Improvement Plan is attached.

**I certify the results of this One Stop Certification Review are true and accurate.**

Percy J. Vandenberg  
**Chair, Local Workforce Development Board**

7/13/2022  
**Date**

Maria K. Lavy  
**Director, Workforce Development Board**

7/13/2022  
**Date**

Comprehensive Site is defined in the Federal Register at 678.305

Affiliate Site is defined in the Federal Register at 678.310

# ONE STOP PARTNERS AND ACCESS TO SERVICES - Clarksburg

<b>PROGRAMS/PARTNERS</b> <b>WIOA Section 121(b) and 20CFR 678.400</b> <b>(Partners listed in italics are required partners if</b> <b>services are located or offered in region)</b>	<b>Reference</b>	<b>On Site</b> <b>(Average Hours</b> <b>per week)</b>	<b>Off-Site /</b> <b>Electronic</b> <b>Connection</b> <b>(Method)</b>	<b>Off-Site Basic -</b> <b>Career Services</b> <b>Made Available in</b> <b>Another Manner</b> <b>(Method)</b>	<b>Reviewer's Notes</b> <b>/ Comments</b>
<i>WIOA Title I Adult Services</i>		40 hours			
<i>WIOA Title I Dislocated Worker Services</i>		40 hours			
<i>WIOA Title I Youth Services</i>		40 hours			
<i>Wagner-Peyser Title III (Job Service)</i>		40 hours			
<i>Adult Education and Family Literacy Title II (ABE)</i>			web page, phone, email	face to face at partner facility	
<i>Vocational Rehabilitation</i>		40 hours	web page, phone, email	face to face at partner facility	
<i>Senior Community Service Employment Program (SCSEP) /</i> <i>Title V – Older Americans Act/</i>			web page, phone, email	face to face at partner facility	
<i>Career and Technical Education Programs (postsecondary)</i> <i>authorized under Carl D. Perkins Act</i>			web page, phone, email	face to face at partner facility	
<i>Trade Adjustment Assistance – WorkForce WV</i>		40 hours			
<i>Jobs For Veterans State Grants – WorkForce WV</i>		40 hours			
<i>Community Services Block Grant Emp &amp; Training Activities</i>			web page, phone, email	face to face at partner facility	
<i>Housing &amp; Urban Development Employment &amp; Training</i> <i>Activities</i>			web page, phone, email	face to face at partner facility	
<i>Unemployment Compensation - WorkForce WV</i>		40 hours			
<i>Second Chance Act - WorkForce WV</i>		40 hours			
<i>TANF – (Department of Health and Human Resources)</i>		40 hours SNAP E&T Case Manager onsite in addition to DHHR	web page, phone, email	face to face at partner facility	
<i>Native American Programs</i>			web page, phone, email	face to face at partner facility	
<i>Migrant Seasonal Farm Worker Programs</i>		40 hours			
<i>Job Corp</i>		N/A	N/A	N/A	
<i>Youth Build</i>			web page, phone, email	face to face at partner facility	

## BASIC JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Clarksburg

<b>BASIC CAREER SERVICES</b> <b>(based on Federal register 678.430 (a))</b>	<b>ON-SITE / Delivered by what partner(s)</b>	<b>Reviewer's Notes</b>
Eligibility determination of partner programs and services	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	<i>Youth Career Planner will be housed in Clarksburg WorkForce West Virginia office as of August 1, 2022.</i>
Outreach, intake and orientation to the information and other services available through the one-stop delivery system	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Labor exchange services, including job search and placement assistance, career counseling, provision of information on in-demand industry sectors and occupations, provision of information on nontraditional employment	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Appropriate recruitment and other business services on behalf of employers, including small employers, which may include providing information and referral to specialized business services not traditionally offered through the one-stop delivery system	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
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## BASIC JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Clarksburg

Workforce and labor market employment statistics information, including accurate information relating to local, regional, and national labor market areas, including job vacancy listings in labor market areas; information on job skills necessary to obtain the jobs; and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations	<b>WorkForce West Virginia</b> <b>WV Division of Rehabilitation Services</b> <b>WV DHHR/SNAP E&amp;T</b> <b>WIOA Career Planner/Youth Career Planner</b>	
Performance information and program cost information on eligible providers of training services and eligible providers of youth workforce investment activities, providers of adult education, providers of career and technical education activities at the postsecondary level, and career and technical education activities available to school dropouts, and providers of vocational rehabilitation	<b>WorkForce West Virginia</b> <b>WV Division of Rehabilitation Services</b> <b>WV DHHR/SNAP E&amp;T</b> <b>WIOA Career Planners/Youth Career Planner</b>	
Information, in formats that are usable by and understandable to one-stop center customers, regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the one-stop delivery system in the local area	<b>WorkForce West Virginia</b> <b>WV Division of Rehabilitation Services</b> <b>WV DHHR/SNAP E&amp;T</b> <b>WIOA Career Planners/Youth Career Planner</b>	
Information, in formats that are usable by & understandable to one-stop center customers, relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance benefits under the supplemental nutrition assistance program, assistance through the earned income tax credit, assistance under State program for temporary assistance for needy families, and other supportive services and transportation provided through funds made available in the local area	<b>WorkForce West Virginia</b> <b>WV Division of Rehabilitation Services</b> <b>WV DHHR/SNAP E&amp;T</b> <b>WIOA Career Planners/Youth Career Planner</b>	
Provision of information and assistance regarding filing claims for unemployment compensation	<b>WorkForce West Virginia</b>	

## BASIC JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Clarksburg

Assistance in establishing eligibility for programs of financial aid assistance for training and education programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
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# INDIVIDUALIZED JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Clarksburg 2022

Individualized Career Services (based on Federal register 678.430(b))	ON-SITE / Delivered by what partner(s)	Reviewer's Notes
Comprehensive and specialized evaluation to Identify barriers to employment and employment goals	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planner/Youth Career Planner	<i>Youth Career Planner will be housed in Clarksburg WorkForce West Virginia office as of August 1, 2022.</i>
Development of Individualized Employment Plan (IEP)	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Group Counseling	WorkForce West Virginia WV Division of Rehabilitation Services	
Individual Counseling	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Career/ Vocational Planning	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Short-Term Pre-employment/ Vocational Services	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Access to Training Services	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Internships and work experiences	WV Division of Rehabilitation Services HRDF, Inc. -Youth Programs WIOA Career Planners/Youth Career Planner	
Workforce preparation activities	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Financial literacy services	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Out-of-Area Job Search and relocation assistance	WorkForce West Virginia WV Division of Rehabilitation Services WIOA Career Planners/Youth Career Planner	

**INDIVIDUALIZED JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Clarksburg 2022**

English language acquisition and integrated education and training programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	
Follow up services	WorkForce West Virginia WV Division of Rehabilitation Services WV DHHR/SNAP E&T WIOA Career Planners/Youth Career Planner	



## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Clarksburg

<b>BUSINESS SERVICES (Federal Register 678.435(a))</b>	<b>Method of Delivery / by what partner(s)</b>	<b>Reviewer's Notes</b>
Career Services including labor exchange activities including( posting of job orders, screening and referral of qualified applicants	<b>WorkFore West Virginia via Workforce West Virginia web page and referrals from WFWV staff.</b>	
Labor market information	<b>Delivery made by face to face contact with customers, phone, and email contacts, online, follow-up and referrals. Services provided by partners.</b>	
Establish and develop relationships and networks with large and small employers and their intermediaries	<b>Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.</b>	
Develop, convene, or implement industry or sector partnerships	<b>Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.</b>	
<b>Suggested Customized Business Services (Federal Register 678.435(b))</b>	<b>Method of Delivery / by what partner(s)</b>	<b>Reviewer's Notes</b>
Customized screening and referral of qualified participants in training services to employers	<b>Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.</b>	
Customized services to employers, employer associations, or other such organizations, on employment-related issues	<b>Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.</b>	
<b>Customized recruitment events and related services for employers including targeted job fairs</b>	<b>Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.</b>	

## ADMINISTRATION AND FUNDING of ONE STOP - Clarksburg

<b><u>Administration and Funding of One Stop</u></b>	<b>Completed / Projected Completion Date</b>	<b>Reviewer's Notes</b>
A Memorandum of Understanding has been developed and agreed upon by one-stop partners as outlined in WIOA 121(c)	<b>Completed</b>	
An Infrastructure Funding Agreement, including an operating budget for the One Stop Center / System has been developed, including identification of infrastructure and other shared costs. (Required by 1/1/18)	<b>Completed</b>	
A method has been developed and applied to infrastructure / shared costs, taking into account proportional use and relative benefit of each partner organization. (Required by 1/1/18)	<b>Completed</b>	
Partner staff work collaboratively with One Stop Coordinator to develop and implement operating procedures, providing guidance and direction to shared processes and seamless delivery of services across programs	<b>Completed</b>	
Common identifier "American Job Center" and / or "proud partner of American Job Center network" is posted on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system. Examples available at <a href="http://dol.gov/ajc">dol.gov/ajc</a> (Required by 7/1/17)	<b>Completed- All partners have been made aware they need to include the common identifier. This is being used on all One -Stop flyers, brochures, activities announcements, etc.</b>	
Center / System offers reasonable accommodation to individuals with disabilities, including modification to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities.	<b>Completed</b>	
Facility is accessible to individuals with disabilities as required under ADA. (Please list most recent ADA review. )	<b>Completed April 10 and 11, 2017</b>	<i>Review scheduled for July 21 and 22, 2022</i>
One Stop Coordinator was selected through competitive bid process with identification of roles and responsibilities.	<b>Completed</b>	
One Stop delivery supports the achievement of the area's negotiated local levels of performance	<b>Completed</b>	

## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Clarksburg

Human resource consultation services, e.g., writing/reviewing job descriptions and employee handbooks; Developing performance evaluation and personnel policies; Creating orientation sessions for new workers; Honing job interview techniques for efficiency and compliance; Analyzing employee turnover; creating job accommodations and assistive technology; Explaining labor laws to help employers comply with wage/hour and safety/health regulations	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized labor market information for specific employers, sectors, industries or clusters	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
<b>Suggested Business Services and Strategies</b> <a href="#">Federal Register 678.435(c)</a>	<b>Method of Delivery / by what partner(s)</b>	<b>Notes</b>
Developing and implementing industry sector strategies.	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized assistance or referral for assistance in the development of a registered apprenticeship program	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Developing and delivering innovative workforce investment services and strategies for area employers, e.g., career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship, and other effective initiatives for meeting the workforce investment needs of area employers and workers	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Assistance in managing reductions in force in coordination with rapid response activities and with strategies for the aversion of layoffs, and the delivery of employment and training activities to address risk factors	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	

## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Clarksburg

Marketing of business services offered to appropriate area employers, including small and mid-sized employers	<b>Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.</b>	
Assisting employers with accessing local, State, and Federal tax credits	<b>Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.</b>	
Access to Unemployment Insurance Information	<b>Delivered on-site or online by WorkForce West Virginia and referrals made by other partners .</b>	
Access to Facilities for recruitment, interviews or other business related services	<b>On-site by WorkForce West Virginia, WV Division of Rehabilitation Services and WV DHHR</b>	