

# Region VI Workforce Development Board

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

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

**Address of One-Stop Facility:** 1023 N. Randolph Avenue, Elkins, WV 26241

**Comprehensive Center**

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**Affiliate Site**

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

**One Stop Coordinator:** Sydney Stansberry

**Date of Review:** June 5, 2025

**One Stop meets minimum certification requirements.**

Yes

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No

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**One-Stop does not meet minimum requirements.**

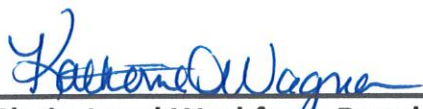
Yes

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No

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



**Chair, Local Workforce Development Board**

6/12/25

**Date**



**Director, Workforce Development Board**

6/12/25

**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 - Elkins

<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</b> <b>in Another</b> <b>Manner (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>			web page, phone, email	face to face at partner facility	
<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	DRS is located in same plaza,
<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 Human Services)</i>			web page, phone, email	face to face at partner facility	DoHS is located in same plaza, different building
<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-Elkins

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	WorkForce West Virginia WV Division of Rehabilitation Services	
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	WorkForce West Virginia WV Division of Rehabilitation Services	
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	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS	
Provision of information and assistance regarding filing claims for unemployment compensation	WorkForce West Virginia	
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS	

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

<b>BASIC CAREER SERVICES</b> (based on Federal register 678.430 (a))	<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 DoHS	
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 DoHS	
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 DoHS	
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 DoHS	
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	
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 DoHS	
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 DoHS	
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	WorkForce West Virginia WV Division of Rehabilitation Services	

## INDIVIDUALIZED JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Elkins

<b>Individualized Career Services (based on Federal register 678.430(b))</b>	<b>ON-SITE / Delivered by what partner(s)</b>	<b>Reviewer's Notes</b>
Comprehensive and specialized evaluation to Identify barriers to employment and employment goals	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Development of Individualized Employment Plan (IEP)	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Group Counseling	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Individual Counseling	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Career/ Vocational Planning	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Short-Term Pre-employment/ Vocational Services	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Access to Training Services	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Internships and work experiences	WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Workforce preparation activities	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Financial literacy services	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Out-of-Area Job Search and relocation assistance	WorkForce West Virginia WV Division of Rehabilitation Services	
English language acquisition and integrated education and training programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	
Follow up services	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T	

## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Elkins

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

## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Elkins

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> <b>Federal Register 678.435(c)</b>	<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-Elkins

<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	WorkFore West Virginia via Workforce West Virginia web page and referrals from WFWV staff.	
Labor market information	Delivery made by face to face contact with customers, phone, and email contacts, online, follow-up and referrals. Services provided by partners.	
Establish and develop relationships and networks with large and small employers and their intermediaries	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Develop, convene, or implement industry or sector partnerships	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
<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	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized services to employers, employer associations, or other such organizations, on employment-related issues	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized recruitment events and related services for employers including targeted job fairs	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	



## ADMINISTRATION AND FUNDING of ONE STOP - Elkins

<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 May 27, 2025</b>	<i>Document received June 6, 2025, not yet signed by WorkForce officer manager. Will forward when signed form received.</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>	

## **ADA Facilities Review of Elkins WorkForce West Virginia Local Office - Elkins**

**Background:** Leah Basford from the *Management Analysis Unit* conducted a review at the Elkins WorkForce West Virginia location, 1023 N Randolph Ave, Elkins, WV 26241 on May 27, 2025.

**Scope:** The overall operations of the office were reviewed for compliance with the 2010 Americans with Disabilities Act Title II regulations.

The following areas were reviewed: **Accessible Approach, Access to Goods and Services, Usability of Rest Rooms, and Additional Access.**

### **PRIORITY 1: Approach & Entrance**

**Parking and Drop-Off Areas:** There are an appropriate number of accessible spaces available, and the spaces have measurements that meet the exception for van accessible spaces and the requirements for standard accessible spaces. All other aspects (access aisles, vertical clearances, etc.) meet requirements **except the markings.**

***ADA Standard 502.6 - Identification:** Parking spaces identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.*

***WV§17C-13-6 (f):** An accessible parking space should comply with the provisions of the Americans with Disabilities Act accessibility guidelines, contained in 28 C.F.R. 36, Appendix A, Section 4.6. In particular, the parking space should be a minimum of eight feet wide with an adjacent eight-foot access aisle for vans having side mounted hydraulic lifts or ramps or a five-foot access aisle for standard vehicles. Access aisles should be marked using diagonal two- to four-inch-wide stripes spaced every twelve or twenty-four inches apart along with the words "no parking" in painted letters which are at least twelve inches in height. All accessible parking spaces must have a signpost in front or adjacent to the accessible parking space displaying the international symbol of access sign mounted at a minimum of eight feet above the pavement or sidewalk and the top of the sign. Lines or markings on the pavement or curbs for parking spaces and access aisles may be in any color, although blue is the generally accepted color for accessible parking.*

**FINDING:** There are no signs for accessible spaces as required by State Law and ADA requirements.

**CORRECTION NEEDED:** Mandated signs, as described above, should be installed at the appropriate places. Specifically, signs depicting the International Symbol of Accessibility and “Van Accessible.”

**Route of Travel:** All accessible routes meet or exceed the requirements set forth in these regulations.

**Ramps:** The ramp at this location is well within all requirements and does not meet the specifications for needing rails.

**Entrance:** Exterior doors meet all requirements, including opening widths, maneuvering clearances, and hardware.

Operable hardware parts are 36” above the floor.

All doors open easily, and a pressure gauge indicated a force of the maximum allowable pressure of 5 lbs. From an open position of 90 degrees, these doors average 10 seconds for closure.

**RECOMMENDATION:** It is suggested that an electric door opener be installed for entering and exiting the building for the convenience of disabled individuals.

## **PRIORITY 2: Access to Goods and Services**

**Interior Accessible Route:** The interior route meets all criteria for compliance.

The accessible entrance provides direct access to the main lobby and WorkForce WV office. The route exceeds minimum requirements of 32’ of width. The route is stable, firm, and slip-resistant. There are no slopes to navigate, and no elevators are required to access the lobby area, nor the front counter.

**All area measurements and seating guidelines are within compliance.**

**Stairs:** N/A

**Elevators:** N/A

**Lifts:** N/A

**Ramps (Interior):** N/A

**Signs/Room Markings:** All signs are ADA compliant with contrasting letters, braille, and appropriate height measurements.

**Interior Doors:** Interior doors meet all requirements, including widths of openings, maneuvering clearances, and hardware.

Operable hardware parts are 36" above the floor.

All doors open easily, and a pressure gauge indicated a force of the maximum allowable pressure of 5 lbs. From an open position of 90 degrees, these doors average 10 seconds for closure.

**Rooms and Spaces:** All office rooms and spaces are in compliance. There are no obstructions in any aisles, pathways, rooms, or areas. The front counter is properly accessible and exceeds the 36" requirement for width. All hallways, rooms, and routes are free of obstructions, and exceed all ADA requirements for measurements and safety.

**Controls:** All controls fall within the allowed variances for compliance. Operable parts measure 38" and 36" from the floor.

**Lobby Seating:** All seating measurements are within required variances, and while there are no spaces specifically for wheelchair use, all chairs are easily moved and spaces can easily be made.

**Service Counters:** There are no compliance issues with the service counter.

### **PRIORITY 3: Usability of Rest Rooms**

**Signs at Toilet Rooms:** The signs at the restrooms are within compliance.

**Accessible Route:** The routes to the restrooms meet all accessibility criteria.

**Entrances:** Entrances to restrooms are within compliance, including the force needed to open restroom doors.

**In the Toilet Rooms:** There are no issues with the spaces within the toilet rooms.

**Lavatories:** There are no issues with the lavatories.

**Soap Dispensers and Hand Dryers:** Meets all criteria for compliance.

**Water Closets:** Meets all criteria for compliance.

**Signage for Restrooms:** There are no issues.

### **PRIORITY 4: Additional Access**

**Drinking Fountains:** No issues.

**Telephones:** N/A

**Fire Alarm/Safety Systems:** Have both audible and visual signals

Report prepared by:

Date:

Leah Basford

5/27/25

Reviewed by Office Manager/Representative:

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