

**ATTACHMENT A CHECKLISTS**

**REQUIRED PROGRAM/PARTNER CHECKLIST**

- A. In the column named "On-Site", indicate programs/partners that are currently located on-site in your facility by entering the number of hours per week they are on-site.
- B. In the column named "Off-Site Electronic Connection", make a check mark for the programs/partners that are off-site but their basic career services are made available to customers through an electronic connection. Note: Not all customers will be able to use the electronic connection(s) without help from Job Center staff.
- C. For programs/partners that are off-site, but an agreement is in place to provide their basic career services in another manner, check the last column and attach a narrative explaining how this is accomplished (*use a separate sheet*).

REQUIRED PROGRAMS/PARTNERS	ON-SITE	OFF-SITE ELECTRONIC CONNECTION	OFF-SITE BASIC CAREER SERVICES MADE AVAILABLE IN ANOTHER MANNER
WIOA Title 1B Adult Services			
WIOA Title 1-B Dislocated Worker Services			
WIOA Title 1-B Youth Services			
Wagner-Peyser Title III			
Adult Education and Family Literacy Title II (ABE)			
Rehabilitation Act Title IV			
Title V- Older Americans Act/SCSEP			



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Career and Technical Education Programs (postsecondary) Carl D. Perkins Act			
Trade Adjustment Assistance			
Veterans Employment Services			
*Community Services Block Grant (CSBG)			
Housing & Urban Development Employment & Training			
Unemployment Compensation			
Second Chance Act			
Employment and Training Programs under the Supplemental Nutrition Assistance Program (SNAP)			
Reintegration of Ex-Offenders Program (DOC)			
TANF-W2			

**ADDITIONAL PARTNERS (not mandated)**

ADDITIONAL PROGRAMS/PARTNERS	ON-SITE	OFF-SITE ELECTRONIC CONNECTION	OFF-SITE BASIC CAREER SERVICES MADE AVAILABLE IN ANOTHER MANNER
Ticket to Work and Self Sufficiency			
Small Business Administration			
Food and Nutrition (7 USC 2015 (o))			
VR Pilot Projects			
AmeriCorps			
Public Libraries			

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Associate Development Organizations			
Local Government (City/County)			
			<i>(please add partners as appropriate)</i>

**CAREER SERVICES CHECKLISTS**

In the column named “On-Site”, check the basic career, individualized career, and training services that are currently available on-site for all job seeking customers who come into the Comprehensive Job Center or Affiliate Site.

BASIC CAREER SERVICES	ON-SITE	BASIC CAREER SERVICES	ON-SITE	BASIC CAREER SERVICES	ON-SITE
Eligibility determination		Outreach, intake and orientation to the information and other services available through the one-stop delivery system		Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs;	
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		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		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	



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<p>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</p>		<p>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</p>		<p>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</p>	
<p>Information, in formats that are usable by and understandable to one-stop center customers, relating to the availability of supportive services or assistance, including childcare, child support, medical or child health assistance benefits under the supplemental nutrition assistance program, assistance through the earned income tax credit, and assistance under State program for temporary assistance for needy families,</p>		<p><b>Resource Room Assistance</b></p>		<p>Provision of information and assistance regarding filing claims for unemployment compensation;</p>	
<p>Assistance in establishing eligibility for programs of financial aid assistance for training and education programs</p>		<p>Translation Services</p>		<p>Resume Assistance</p>	

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Module 1 -Orientation to WIOA Services		Module 2 -Skills & Abilities Analysis		Module 3 - Job Search Strategies	
Module 4- Perfecting Applications		Module 5 Effective Resumes & Cover Letters		Module 6- Interviewing Techniques	
[Left blank for possible other basic services]		[Left blank for possible other basic services]		[Left blank for possible other basic services]	

INDIVIDUALIZED CAREER SERVICES	ON-SITE	INDIVIDUALIZED CAREER SERVICES	ON-SITE	INDIVIDUALIZED CAREER SERVICES	ON-SITE
Comprehensive and specialized evaluation to identify barriers to employment and employment goals		Development of Individualized Employment Plan (IEP)		Group Counseling	
Individual Counseling		Career/Vocational Planning		Short-Term Pre-employment/ Vocational Services	
Internships and work experiences		Workforce preparation activities		Financial literacy services	
Out-of-Area Job Search and relocation assistance		English language acquisition and integrated education and training programs		Follow up services	

**BUSINESS SERVICES CHECK LIST**

Check the business services that are available to employers

BUSINESS SERVICES	On-Site
Establish and develop relationships and networks with large and small employers and their intermediaries	
Develop, convene, or implement industry or sector partnerships	



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Customized screening and referral of qualified participants in training services to employers	
Customized services to employers, employer associations, or other such organizations, on employment-related issues	
Customized recruitment events and related services for employers including targeted job fairs	
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; or Explaining labor laws to help employers comply with wage/hour and safety/health regulations;	
Customized labor market information for specific employers, sectors, industries, or clusters	
Customized assistance or referral for assistance in the development of a registered apprenticeship program	
Listing of Job Orders	
Applicant Referral	
Employer Needs Assessment	
Unemployment Insurance Access	
Access to Facilities	
Translation Services	
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	
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	
Marketing of business services offered to appropriate area employers, including small and mid-sized employers	
Assisting employers with accessing local, State, and Federal tax credits	

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