

**Nevada Department of Employment, Training and Rehabilitation
(DETR)
Workforce Innovation and Opportunity Act (WIOA)
State Compliance Policy**

Policy Number: 1.20

Originating Office: WIOA Governance Workgroup

Subject: One-Stop Affiliated Site Requirements

Approved: GWDB – July 21, 2016

Expires: July 2019

Revised: NEW

1. **Purpose:** This policy outlines the standard of service that must be delivered from a physical location in order for it to be designated as an affiliate site and carry the “American Job Centers of Nevada” name as a sub-brand.
2. **Background:** The Workforce Innovation and Opportunity Act (WIOA) provides for the establishment of affiliate sites as part of the one-stop delivery system. These are in addition to the required physical one-stop sites. This policy describes the Federal and State requirements for designation of affiliate sites.

The one stop system must include at least one comprehensive physical center in each local area as described in §678.305. The system may also have additional arrangements to supplement the comprehensive center by creating a network of affiliated sites and a network of eligible one-stop partners.

3. **Physical Location Definition** – A physical location is one that includes a technologically linked access point where services funded by the program are available. An affiliated site or network of affiliated sites are location(s) where one or more partners make programs, services, and activities available as described in §678.310. All affiliated sites must be physically and programmatically accessible to individuals with disabilities, as described in §678.800
4. **Affiliate Site Composition** – Local Workforce Development Boards (LWDB) will designate affiliate sites according to the service needs of the local area. These affiliate sites will provide the appropriate mix of Career Services, as determined by the LWDB. As the core of an affiliate site, Career Services include the following activities, as defined in the Workforce Innovation and Opportunity Act (WIOA) Sec. 134(c)(2).

- i. Determinations of whether the individuals are eligible to receive assistance under the act.
- ii. Outreach and intake including:
 - a. worker profiling
 - b. orientation about other services available through the one-stop delivery system
- iii. Assessments of:
 - a. skill levels and skills gaps
 - b. aptitude, ability, literacy, numeracy, and English language proficiency
 - c. supportive service needs
- iv. Labor exchange services:
 - a. job search and placement assistance
 - b. career counseling as appropriate
 - c. information on in-demand industry sectors and occupations
 - d. information on nontraditional employment
 - e. appropriate recruitment and other business services on behalf of employers including small employers in the local area, including providing information and referral to specialized business services not traditionally offered through the one-stop delivery system
- v. Other Programs and Services:
 - a. referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, in appropriate cases, other workforce development programs
- vi. Workforce and labor market employment statistics information:
 - a. accurate information relating to local, regional, and national labor market areas
 - b. job vacancy listings
 - c. labor market areas information on job skills necessary to obtain the jobs described
 - d. information relating to local occupations in-demand and earnings
 - e. skill requirements, and opportunities for advancement for such occupations
- vii. Performance and program costs information about providers of training services as described in section WIOA 122:
 - a. youth workforce investment activities as described in section WIOA 123
 - b. adult education as described in Title II
 - c. career and technical education services at the postsecondary level
 - d. career and technical education services available to school dropouts, under the Carl D. Perkins career and technical education act of 2006
 - e. vocational rehabilitation services described in Title I of the rehabilitation act of 1973
- viii. Information that is understandable to one-stop customers regarding how the local area is performing in the local performance accountability measures described in WIOA section 116 C and any additional performance information with respect to the one-stop delivery system in the local area.
- ix. Availability of supportive services or assistance:

- a. child care, child support, medical or child health assistance under Title 19 or 21 of the Social Security act
 - b. benefits under the supplemental nutrition assistance program established under the Food Nutrition Act of 2008
 - c. assistance through the earned income tax credit under Section 32 of the Internal Revenue Code of 1986
 - d. assistance under a state program for temporary assistance for needy families funded under Title IV of the Social Security act
 - e. Other supportive services and transportation provided through funds made available under such part, available in the local area.
- x. Information and assistance regarding filing claims for unemployment compensation.
 - xi. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA;
 - xii. Services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of those listed in WIOA Section 134(C)(2)(xii)(I – XI)
 - xiii. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Besides Career Services delivered by WIOA partners, an application to become an affiliate site must describe how it will provide effective access, both physical or electronic, to other core partner programs are made from that particular site. The application must indicate the process for making referrals to other core programs. The application must also indicate the process to determine if the referral was acted upon by the core partner. The outcome of all referrals must be documented in the state's participant case management system. At a minimum, an affiliate site must have at least one other system partner staff representation for more than 50 percent of the hours the site is open to the public.

When an affiliate site is in the location of the Wagner-Peyser Program, the other partner must be other than the partner administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs. (§ 678.315)

Affiliate sites must comply with all accessibility and ease of access requirements detailed in the states One-Stop Career Center certification policy.

Application for "Affiliate Site" designation must be provided to the Local Workforce Development Board (Local Board) and if the Local Board deems that the request meets the requirements of this policy, shall grant designation as an affiliate site and is given permission to use the "A Member of America's Job Center of Nevada" designation as a sub-brand to their physical site. If an application is denied, the applicant may appeal in writing, per established policy, to the Governor's Workforce Development Board whose decision is final.