



# WorkSource System Structure Policy

**WorkSource Policy Number: 300**

**Effective Date: July 1, 2020**

**Date Last Revised: November 10, 2020**

## **Purpose**

This policy provides criteria by which the South Central Workforce Council will structure the network for One-Stop service sites throughout Workforce Development Area IX.

## **Background**

The South Central One-stop system was developed in 1998 pursuant to the Workforce Investment Act (WIOA). Since then the local system has evolved and been modified to meet the changing needs of its customers – workers and employers; and to comply with Workforce Innovation and Opportunity Act legislation and regulations.

In 2017, the South Central Workforce Council commissioned its One-Stop Committee to conduct a review of the one-stop system in the light of the Workforce Innovation and Opportunity Act requirements, taking into account the workforce and economic changes of the area. After careful review of system resources, certification requirements, service levels and other factors, the Committee established the WorkSource system as detailed in this policy.

## **Policy**

A One-Stop Career Center is an American Job Center prescribed by the Workforce Innovation and Opportunity Act and branded in Washington State as WorkSource. WIOA mandates and the SCWDC shall establish a minimum of one (physical) full WorkSource Career Center in the local area of Kittitas, Klickitat, Skamania and Yakima Counties. Additional centers and types of centers as described in this policy shall be considered based on the needs of the local community and partner recommendations.

## **SCWDC One-Stop Centers**

### **I. WorkSource Career Center**

A full WorkSource Career Center is a physical site must have at least one Wagner-Peyser Act employment services staff described in § 678.315, one WIOA Title I staff and one additional

partner staff in the building as described in the WIOA SEC. 121 (b) (1). The center must provide at a minimum the Career Services listed below:

- a) Access to training services described in 20 CFR 680.200;
- b) Access to any employment and training activities carried out under section 134(d) of WIOA;
- c) Access to programs and activities carried out by one-stop partners listed in 20 CFR 678.400 through 678.410, 34 CFR 361.400 through 361.410, and 34 CFR 463.400 through 463.410, including the Wagner-Peyser Act Employment Security program;
- d) Workforce and labor market information; and
- e) Received certification by the South Central Workforce Council according to requirements set by the State of Washington Workforce Training and Education Coordinating Board.

Other criteria for a full WorkSource Career Center may be added where required by:

- a) The U.S. Department of Labor; the State of Washington Workforce Training and Education Coordinating Board or the State of Washington Employment Security Department serving as the state administrative entity for WIOA.
- b) The South Central Workforce Council through local policy for enhancements or compliance purposes.

## II. Affiliate Center

A WorkSource Affiliate Center is a physical site that is made available to job seeker and employer customers and one or more of the one-stop partners' programs, services, and activities; but does not require access to every required one-stop partner program. It is intended to supplement and enhance the one-stop network in areas of limited services or rural parts of the local area.

For the South Central Workforce Development Area, an Affiliate Center must have at least one Wagner-Peyser Act employment services staff described in § 678.315 and one WIOA title I staff person present at the location; and must provide the career services which includes but is not limited to:

- a.) Access to training services described in 20 CFR 680.200;
- b.) Access to any employment and training activities carried out under section 134(d) of WIOA;
- c.) Access by means of information and referral to programs and activities carried out by one-stop partners listed in 20 CFR 678.400 through 678.410, 34 CFR 361.400 through 361.410, and 34 CFR 463.400 through 463.410, including the Wagner-Peyser Act Employment Services program;
- d.) Workforce and labor market information; and
- e.) Received certification by the South Central Workforce Council according to requirements set by the State of Washington Workforce Training and Education Coordinating Board.

## III. Connection Center:

A WorkSource Connection Center is physical center that makes available to job seeker and employer customers one or more of the one-stop partners' programs, services, and activities; and provides access to one-stop partner program available in the area. The center can be staffed by a single partner program and is intended to supplement and enhance the one-stop network in all areas including metropolitan and or rural parts of the local area by creating greater points of access for business and workers.

For the South Central Workforce Development Area, a connection site must:

- a) Have one partner staff from a program identified in the South Central MOU present in the facility
- b) Provide at a minimum access to services “available in the area” by means of informational and referral services provided in accordance with the process and procedures that have been developed by the local one-stop partnership.
- c) Have received written approval to be designated a South Central Connection Site by the South Central Workforce Council.

**Definitions:**

“WorkSource” is the name for the one-stop system in Washington State.

“WorkSource System” is an integrated, high quality delivery system for an array of employment and training services designed to enhance the effectiveness and coordination of employer and job-seeker services. Each of the state's 12 workforce areas oversees their local WorkSource system. No fees are charged for any of the services offered.

**References:**

20 CFR 678.310, 34 CFR 361.310, and 34 CFR 463.310 – One-Stop Career Center  
20 CFR 678.310, 34 CFR 361.310, and 34 CFR 463.310 – One-Stop Affiliate Center  
20 CFR 678.310, 34 CFR 361.310, and 34 CFR 463.310 – One-Stop Connection Center

**Website:** [southcentralwdc.com](http://southcentralwdc.com)

**Attachment A: List of Certified WorkSource Centers**