

**COMPILED RESPONSES TO ADMINISTRATIVE CONSULTATION PAPER:  
ONE-STOP CAREER CENTER CERTIFICATION REQUIREMENTS**

Issue(s)	Submitted by (Name/LWDB)	DEO Response
Various punctuation, formatting and grammatical edits in HARD COPY form	James Finch/DEO	<ul style="list-style-type: none"> <li>• All punctuation changes accepted.</li> <li>• Sec. V. B. – Opening paragraph: “ensure” instead of “assure” accepted.</li> <li>• Sec. V. D.1.A. – “Blind services” in place of “vocational rehabilitation” rejected.</li> </ul>
<p>1) Has the administrative policy regarding one stop staff credentialing been finalized? The only version we can find is still in draft without a policy number.</p> <p>2) Will DEO develop a Certification Monitoring Tool for use by the regions?</p> <p>3) Page three, item V. B. 6 references “trained career counselors.” How is that defined or is that referencing Tier I training?</p> <p>Comments: The wording of item 4 on page 3 is confusing: “...access means having either program staff physically present....having ...program staff physically present...” This seems to say the same thing twice.</p>	Jennifer German/LWDB 4 Deputy Director	<p>1) Yes. It was distributed 12/15/16.</p> <p>2) It will continue to be part of the monitoring tool.</p> <p>3) This is reference to Tier I. The policy was updated to reference Administrative Policy 92, which speaks to staff credentialing.</p> <p><b>Comments:</b> Suggested edit – “...access means having either program staff physically present at the location, having appropriate partner staff physically present...” Updated.</p>
<p>1) We operate our career centers and would need CareerSource Florida to certify our centers.</p> <p>a. When would CSF staff be available to conduct the certification? Would it need to be after the policy is finalized?</p> <p>2) Is the intent to conduct the certification electronically or via site visit?</p>	Ann Marie K. Haywood/LWDB 17 Project Manager	<p><b>Re CSF staff available</b> – One-stop operators must be procured and the certification process will be determined by CareerSource Florida.</p> <p><b>Re conduct electronically or via site visit</b> – It will continue to be part of the monitoring tool.</p>
<ul style="list-style-type: none"> <li>• <i>Page One – II – Background -Last sentence regarding infrastructure funding</i> – Has it been determined how the infrastructure funding will be established, i.e. State or local, and/or the process for agreement to establish dollar amount?</li> <li>• <i>Page Two – V – Policies and Procedures – A. One-Stop Career Center and Delivery System Requirements – First Paragraph</i> – Define One-Stop Center partners – as noted page 3 1. A. – it is noted that center partners (at a minimum, adult education and vocational rehabilitation)</li> </ul>	Linda Sumblin/LWDB 2 Executive Director	<ul style="list-style-type: none"> <li>• More information is forthcoming. Please see the <a href="#">FAQs – December 27, 2016: Infrastructure Funding Guidance</a> on USDOL’s website.</li> <li>• Definition placed in the document.</li> </ul>

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<ul style="list-style-type: none"> <li>• <i>Page Three – B. Comprehensive One-Stop Career Center Requirements -#7.</i> – Define “during regular business days” – Also noted on Page Four – D.</li> <li>• <i>Page Three – C. Certification of One-Stop Centers and Delivery Systems</i> – If the LWDA is One-Stop Career Center operator, will CareerSource Florida conduct the evaluation/assessment at the same time as the scheduled annual DEO program monitoring reviews?</li> <li>• <i>Page Four – D. One-Stop Career Center and Delivery System Evaluation/Assessment Criteria # 2 C.</i> – Expand need for “... review or monitored by a third party for ADA compliance...”</li> <li>• <i>Page 5 - D. One-Stop Career Center and Delivery System Evaluation/Assessment Criteria - #3 – A</i> – What is expected to demonstrate compliance with all CareerSource statewide branding, local branding standards and practices. What will be considered compliance?</li> </ul>		<ul style="list-style-type: none"> <li>• Monday through Friday. Updated in the document.</li> <li>• This will be determined by CareerSource Florida.</li> <li>• Demonstration of compliance includes signage, resource materials, including the use of the “American Job Center” identifier or “a proud partner of the American Job Center network” on all primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials pursuant to memorandum of October 13, 2016, “Compliance with the American Job Center Brand.”</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Section IV, History</i> – Incorrect reference to AWI FG 02-032: FG OSPS-81 superseded this</li> <li>• <i>Section V, B.6., Policies and Procedures Comprehensive One-Stop Career Center Requirements</i> – Incorrect reference to Florida Administrative Policy 89: This reference is for IWT/EWT training. Cannot locate current policy. Did locate previous consultation paper for staff credentialing dated 01/15/15 but there is no evidence it was finalized.</li> <li>• <i>Section V, B.7., Policies and Procedures Comprehensive One-Stop Career Center Requirements</i> – “Provides access to the general public during regular business days”: FG OSPS-81 states that Individual RWB’s have the discretion to set their hours of operation; however, core hours should be established to ensure appropriate coverage. The days and hours of operation should continue to be based on local needs and preferences.</li> </ul>	<p><b>Don Lusk/LWDB 13 VP Operations</b></p>	<ul style="list-style-type: none"> <li>• Guidance in this document superseded AP 81, which superseded the career center credentialing portion of AWI FG 02-032. Administrative Policy 92 superseded the staff credentialing portion of AWI FG 02-032.</li> <li>• Correct. Administrative Policy 92 addresses staff credentialing and was published December 15, 2016</li> <li>• The policy does not address hours of operation. The law speaks to regular business days. In previous guidance, regular business days is defined as Monday through Friday, except holidays.</li> </ul>