

## **MONTANA ONE-STOP CERTIFICATION CRITERIA**

In order to be considered for certification as a local Workforce Investment Act (WIA) One-Stop System, a Business Plan must be submitted by the Local Community Management Team (CMT) to the State Board for approval.

In addition, at least 80 % of the following criteria must be met, and a plan must be in place to meet the remaining 20 % within one (1) year of the date of certification:

1. At a minimum, a One-Stop system must provide the core services specified in WIA section 134(d)(2), and must provide access to other programs and activities carried out by the One-Stop partners. Additional partners may be required under the Act or the Business Plan, or voluntarily incorporated.

Co-location of programs is encouraged to the extent possible. Once a site is established, the site must utilize the term "One-Stop" as the common identifier. When selecting the site location, consideration must be given to customer accessibility.

2. A Consortium Agreement (CA) written agreement must detail management of the One-Stop and is to be reviewed, and if necessary revised, upon a change in key staff.
3. Co-located partners must have a written agreement or Operating Plan describing roles and responsibilities of each partner at the site. For those who are collaborating partners off-site, roles and responsibilities will be defined in an addendum to the co-located partner agreement.
4. All collaborating partners, those on and off site, must have the appropriate staff trained in the services provided by other partners, know who the contact person for each partner is, and can seamlessly refer clients or participants to the appropriate entity within each partner program.
5. Hotelling space must be made available at the site for visiting partner programs whenever feasible.
6. All partners, those on and off site, must have a resource area available to customers that is staffed, has information on all partners in the local system, and meets customer needs.
7. The site used for co-location must be accessible for those with disabilities and those who speak languages other than English.