



Montana Department of
LABOR & INDUSTRY
State Workforce Investment Board

1315 E Lockey • P.O. Box 1728 • Helena, Montana 59624
Phone: 406-444-4480 • Fax: 406-444-3037 • <http://swib.mt.gov>

One-Stop Re-Certification Checklist

The following documents are required for the One-Stop re-certification process and will be submitted by each organization seeking One-Stop re-certification by the SWIB:

- 1.) A completed, signed **One-Stop Re-certification Application**
- 2.) **Memorandum of Understanding** (Between One-Stop Operator and Partners)*
- 3.) A current **Community Management Team (CMT) Roster**

Optional Attachments:

- 1.) Program Information
- 2.) Marketing Brochures
- 3.) Joint Training Activities
- 4.) Other



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**Montana Workforce System
One-Stop Re-certification
Application**

Part I. Contact Information

Please fill in the following information:

One Stop System: _____

Re-Certification Period Requested (Years): _____

Community Management Team: _____

Contact Person: _____

Telephone: _____

Fax: _____

E-Mail: _____

Address: _____

One-Stop Operator: _____

One- Stop Address: _____

Contact Person: _____

Telephone: _____

Fax: _____

E-Mail: _____

One-Stop Operator: _____

One- Stop Address: _____

Contact Person: _____
Telephone: _____
Fax: _____
E-Mail: _____

One-Stop Operator: _____

One- Stop Address: _____

Contact Person: _____
Telephone: _____
Fax: _____
E-Mail: _____

Part II. Organizational & Facility Information

1. Please fill out the chart below, indicating whether the partners listed are co-located or hotelled at the One-Stop Center.

√	Program	Co-located?	Hotelled?	Comments
	Title I WIA			
Days/Hours Service is Offered:				
	Adult Education			
Days/Hours Service is Offered:				
	Wagner-Peyser			
Days/Hours Service is Offered:				
	Senior Services			
Days/Hours Service is Offered:				
	Vocational Rehab			
Days/Hours Service is Offered:				
	HUD			
Days/Hours Service is Offered:				
	Community Services			
Days/Hours Service is Offered:				
	Unemployment Insurance			
Days/Hours Service is Offered:				

	TANF			
Days/Hours Service is Offered:				
	Food Stamps			
Days/Hours Service is Offered:				
	TAA/NAFTA			
Days/Hours Service is Offered:				
	Post-Secondary Education			
Days/Hours Service is Offered:				
	Public Assistance			
Days/Hours Service is Offered:				
	Child Support Enforcement Division			
Days/Hours Service is Offered:				
	English Second Language			
Days/Hours Service is Offered:				
	Native Services			
Days/Hours Service is Offered:				
	Child Care			
Days/Hours Service is Offered:				
	Small Business Administration			
Days/Hours Service is Offered:				
	Transportation Services			
Days/Hours Service is Offered:				
	Economic Development			
Days/Hours Service is Offered:				
	Veterans Services			
Days/Hours Service is Offered:				
	Other			

2. Please tell us about your One-Stop facility. Does it have any unique features or new technology that can be utilized by employers or job-seekers?

Part III. Marketing & Identifiers

1. What naming convention or identifiers are used to recognize the one-stop? How are they used (signs, brochures, website, etc.)?
2. Is the identifier consistent throughout one-stop documents and signage?

Part IV. Local Economy

1. Please identify the major industries and employers in your region.
2. Describe current economic trends and challenges.

Part V. Partnerships

1. Please describe how you utilize employers, regional economic development corporations, and community partners to ensure successful delivery of one-stop services.
2. Discuss the information sharing process uses within the CMT, One-Stop, and other community partners
3. Please share any special community events and relationships involving the One-Stops, CMT's and community partners.
4. Describe how the One-Stop plans to cultivate new partnerships and promote current relationships over the next 2 years.

Part VI. Service Delivery

1. Please discuss service design and delivery methods that have been developed to provide stream-lined, efficient One-Stop services.
2. Discuss any services that have been customized to meet the needs of the job-seeker or employer.

3. How is One-Stop data tracked? How is the information shared and utilized for improvement?
4. What are the measureable goals and outcomes for the One-Stop Center?

Part VII. Employer Services

1. Please discuss the partnership between the one-stop center and local employers, including services offered to employers and employer input.
2. Please describe any unique One-Stop services offered to employers and partners.

Part VIII. Challenges

1. Please describe any challenges you have recently faced as a One-Stop Center or CMT.
2. How are you responding to these challenges at a local level?

Part IX. Innovation & Success

1. Please describe any innovative or unique programs featured at the One-Stop Center.
2. Discuss inventive methods of operation and the resource sharing that you have utilized to operate your One-Stop Center.
3. Please discuss any other information you feel would be important for other One-Stops or CMTs to learn from, or include success stories you would like to share.

Part X. Signatures

One-Stop Operator: _____ Date: _____

CMT Chair: _____ Date: _____

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