

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board \_\_\_\_\_

Name of AJCC \_\_\_\_\_

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.		
The signed MOU identifies the AJCC as a comprehensive center.		
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.		
Roles and responsibilities of AJCC Operator are clearly identified.		
Career Services Provider selected in compliance with WSD16-14.		
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.		
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.		

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.		
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.		
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).		
AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.		
AJCC provides workforce and labor market information.		
AJCC provides customers with access programs, services, and activities during regular business hours.		
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>		

<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b>		

The Local Board Chair must attest the Local Board’s certification decision by signing below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title