

**Department of Workforce Development
Employment and Training Division**
Bureau of Workforce Training
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Tony Evers, Governor
Amy Pechacek, Secretary

April 1, 2025

Directors,

The Workforce Innovation and Opportunity Act of 2014 requires that the State Workforce Board (Council on Workforce Investment), in consultation with chief elected officials (CEOs) and local workforce boards, establish objective criteria and procedures for the local boards to use to assess and certify the one-stop delivery system and its comprehensive and affiliate job center locations at least once every three years. (Section 121 (g)(1)).

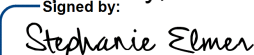
Each local area is required to have at least one comprehensive job center located within its borders that provides all WIOA required programs and services.

Certification is required for local areas to receive infrastructure funding as described by the standards established in WIOA Section 121(h). Chief Elected Officials and Local Workforce Development Boards (WDB) are encouraged to extend services beyond these standards to better serve customers. Any job center location that will be included in the MOU and/or will receive Title I infrastructure funding must be certified.

Attached you will find the One Stop Delivery Self-Certification document which includes a One-Stop Delivery System Self-Certification Attestation, One-Stop System Checklist (Section A), and a Job Center Checklist (Section B). The WDB must complete and submit the attestation, one One-Stop System Checklist for the Workforce Development Area, and a Job Center Checklist for **each** Job Center that will be included in the MOU and/or receives Title I infrastructure funding to DETWIOA@dwd.wisconsin.gov **by May 31, 2025**. If you are unable to submit the required documentation by this date, please contact Sean Jackett, WIOA Governance and EO Specialist, at sean.jackett1@dwd.wisconsin.gov.

If your WDB is serving as its own OSO, please contact Sean Jackett, WIOA Governance and EO Specialist, to arrange a desk review in place of the One Stop Delivery Self-Certification that will allow DET-BWT to certify your Job Centers.

Respectfully,

Signed by:


Stephanie Elmer
Director, Bureau of Workforce Training

Attachments: 2025 One-Stop System Certification Packet

CC: Michele Carter, Administrator, Division of Employment and Training
Danielle Williams, Deputy Administrator, Division of Employment and Training
Jen Cole, DET Policy Initiatives Advisor
Patrick Lonergan, DET Policy Initiatives Advisor

WDB Directors and Chief Executive Officers

Local Program Liaisons

Tara Cowe-Spigai, Section Chief, Compliance Assistance Section

Sean Jackett, WIOA Governance and EO Specialist