

American Job Center Designation

Policy

1. West Piedmont Workforce Development Board is charged to coordinate with the Chief Local Elected Officials to identify and designate comprehensive and affiliate or specialized American Job Centers.
2. The Workforce Innovation and Opportunity Act requires that each Local Workforce Development Area have at least one physical comprehensive American Job Center.
3. West Piedmont Workforce Development Board and the Chief Local Elected Officials have established the following Centers:
 - a. One-Stop Center in Martinsville, VA;
 - b. One-Stop Center in Danville, VA
4. Determination of Centers must comply with the VCCS guidance:
 - a. A *comprehensive* AJC is a physical location where at least one WIOA Title I staff person is physically present. Comprehensive AJCs must provide access to;
 - i. WIOA career services¹;
 - ii. WIOA training services²;
 - iii. WIOA employment and training activities³;
 - iv. Programs and activities carried out by one-stop partners⁴, including the Wagner-Peyser Act Employment Services program; and
 - v. Workforce and labor market information.
5. An *affiliate* or *specialized* AJC is a site that makes one or more of the partner programs, services, and activities available to job seeker and employer customers.⁵

Affiliate/specialized AJCs may be created to supplement services or focus on special populations or initiatives.

¹ See TEGL 19-16 - Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules available at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16.pdf.

² See TEGL 19-16

⁴ 20 CFR 678.400 through 678.410, 34 CFR 361.400 through 361.410, and 34 CFR 463.400 through 463.410

⁵ 20 CFR 678.310(a)

6. The location decisions are based on the above VCCS requirements. In addition, cost factors, customer access, and partner availability will be considered by the West Piedmont Workforce Development Board and Chief Local Elected Officials.
7. Customers must be able to access AJC programs, services, and activities in comprehensive AJCs via at least one of three service delivery options:
 - a. Option 1. Having a program staff member physically present at the American Job Center;
 - b. Option 2. Having a staff member from a different partner program physically present at the AJC and appropriately trained to provide information to customers about the programs, services, and activities available through all partner programs; or
 - c. Option 3. Making available a direct linkage through technology to a program staff member who can provide meaningful information or services. Local areas may have more than one comprehensive AJC to fit the needs of the local area.

Approval Signature:

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines, positioned over a horizontal line.

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