

LWC Comprehensive AJC Certification Matrix Scoring Criteria

The Louisiana Workforce Commission's American Job Center (AJC) Certification is intended to ensure that every comprehensive AJC is in compliance with key Workforce Innovation and Opportunity Act (WIOA) statutory and regulatory requirements. If an AJC 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 (CAP) that outlines how they will bring the AJC into compliance.

Each Local Area must submit a fully completed and signed matrix and, if needed, a CAP for each deficient criteria to the Louisiana Workforce Commission, Office of Workforce Development for each comprehensive AJC by **December 31, 2022**.

Name of Local Area	Local Workforce Development Area 51/ Region 5
Name of AJC	American Job Center
Address of AJC	2424 3 rd Street, Lake Charles LA 70601

AJC Scoring Criteria		
Implements the signed Memorandum of Understanding (MOU)	Yes	No
An MOU has been signed by all required AJC partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The signed MOU expressly identifies the AJC as a comprehensive center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJC implements the MOU specifications applicable to comprehensive centers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Implements the Local Board with defined roles and responsibilities for both the AJC Operator and Career Services Provider	Yes	No
AJC Operator selected in compliance with Competitive Selection Requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of AJC Operator are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Services are provided by the American Job Center. If no, were your career services competitively procured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of the Career Services Provider within the AJC are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Meets all regulatory requirements to be a comprehensive AJC as per WIOA Joint Final Rule 20 CFR § 678.305	Yes	No
AJC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 20 CFR 678.430	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to training services for adult and dislocated workers identified in WIOA Joint Final Rule Section 20 CFR § 680.200	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to employment and training activities carried out under WIOA Section 134(d).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to programs, services, and activities of all required AJC partners by having partner staff physically co-located at the AJC, having a staff person at the AJC 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides workforce and labor market information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides customers with access to programs, services, and activities during regular business hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC meets or exceeds the branding and common identifiers requirements outlined in TEGL 36-11 and subsequent policies issued by LWC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<p>The AJC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and 29 CFR Part 38. Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities • Administering programs in the most integrated setting appropriate • Communicating with persons with disabilities as effectively as with others • 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 • Providing for the physical accessibility of the AJC to individuals with disabilities 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Yes	No
The comprehensive one-stop meets all Criteria for AJC Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Signature

Name

Title

Date