OhioMeansJobs System Certification
Phase Three Instructions

A. Preparation for Phase Three Certification

The period for Phase Three Certification is 1/3/2022 thru 6/30/2022.

Before beginning, the Workforce Development Board (WDB) certification review team should identify the following information:

- The name(s) and address(es) of the comprehensive and affiliate centers(s) to be certified.
- Identification of any specialized centers within the system, their purpose, length of existence, and an explanation of how these are managed to ensure levels of quality customer service and delivery of services.
- The contact information for the person(s) who will respond to the local WDB on certification activities.
- A copy of the most current local area Memorandum of Understanding.
- A copy of the most current local area Limited English Proficiency Plan (LEP) for all comprehensive and affiliate centers.
- A copy of the current OhioMeansJobs center operating procedures for all comprehensive and affiliate centers within the local area.

If the above information was provided during the Phase Two Certification process and the information has not changed since that time, the previously collected information may be used for the Phase 3 Certification.

B. Formation and Activities of the Phase Three Certification Review Team

The local certification review team is responsible for:

- Completing the JFS 08029, Benchmark and Critical Success Factors Matrix, for the comprehensive sites;
- Completing the JFS 08044, Standards Checklist, for affiliate sites and any comprehensive center that have moved since 6/30/2019;
- Completing the JFS08028, Balanced Scorecard, and;
- Making a recommendation to the board regarding certification.
OhioMeansJobs center certification documents will be available at:

The local WDB has discretion in forming the review team as far as size and membership. Suggestions for a review team composition are:

- Selecting individuals with the following backgrounds: (1) a representative from the local WDB; (2) a workforce professional in the local area; (3) a representative from business, preferably from the local board; and (4) a peer workforce professional reviewer from another local area. 
- Contracting out the services of an independent third party with workforce development knowledge and experience.
- The OhioMeansJobs center Operator cannot be a member of the review team due to the conflict of interest.

It is recommended to use some of the same individuals for the review team that conducted the Phase Two Certification as the experience gained will provide consistency and continuity throughout the certification process.

Some considerations for local areas with a large number of sites is to plan accordingly for the time it will take to complete the full Phase Three Certification, whether there is a need to create multiple teams, and/or to stagger the site reviews over a period of time.

A representative from the local WDB should be identified as the primary contact person for the OhioMeansJobs center operator to coordinate certification activities and to head up the review team. A local WDB may consider making available a peer reviewer to another local area if requested.

The Standards Checklist and Benchmark Scorecards are available in a fillable document format.
C. Requirements for Phase Three Certification

Prior to the completion of Phase Three, all WDB recognized comprehensive and affiliate centers within the local workforce development area’s (local area) OhioMeansJobs system must have a current ADA Checklist and Plan completed (or an approved ADA improvement plan in place). The OhioMeansJobs center operator must obtain written confirmation (via email) from the ODJFS Bureau of Civil Rights (BCR) of the approval of the plan and checklist (or improvement plan). For previously certified comprehensive centers, the written approval from Phase Two will be acceptable if the operator or the center has not changed. For the affiliate sites this approval completes Sections 1.1 and 1.2 of the JFS 08044, Standards Checklist. The contact from BCR to obtain approval is: shanna.bagner@jfs.ohio.gov

The Amendment to Americans with Disabilities Act Plan Checklist can be found at:

The ADA Plan can be found at:
http://www.odjfs.state.oh.us/forms/file.asp?id=51&type=application/pdf

**Comprehensive Center(s)**

The review team must review the comprehensive center by completion of the JFS 08029, Benchmark and Critical Success Factors Matrix. If the center has moved since June 30, 2019, the review team must also complete the JFS 08044, Standards Checklist.

Once the review is completed, the review team will complete the JFS 08028, Balanced Scorecard. To be certified, the comprehensive center must obtain a minimal score of 30 on the JFS 08029 and meet all the requirements of the JFS 08044 if this checklist was required.

**Affiliate Center(s)**

The review team must complete the JFS 08044, Standards Checklist, for each affiliate center in the local workforce area. To be certified, the Affiliate Center must meet all the requirements of the Standards Checklist.

The review team shall submit their certification recommendation and accompanying forms and materials to the local workforce board.

**D. Local Workforce Board Certification**

The local WDB will review the recommendation from the review team regarding certification of the comprehensive and affiliate site(s) and determine if in agreement. If in agreement, the local WDB will issue a written notice (via e-mail) to the OhioMeansJobs center Operator of meeting OhioMeansJobs Phase Three Certification.
If not in agreement, the local WDB will issue a written reason for non-certification and the actions expected from the OhioMeansJobs center Operator to become certified. The review team will follow up with the OhioMeansJobs center Operator to ensure activities are completed to become certified and will report back to the local WDB.

Any Comprehensive or Affiliate Center not certified by the local WDB will not be recognized as part of the local area’s OhioMeansJobs Workforce System until such time the local WDB certifies the center.

E. Notification to the Office of Workforce Development

The local WDB notifies the Office of Workforce Development (OWD) upon completion of Phase Three Certification by sending the JFS 08028 Balanced Scorecard, any required JFS 08044 Standards Checklist(s), and local WDB’s approval of the certification team’s recommendation to: WIOAQNA@jfs.ohio.gov with the following in the subject line: OhioMeansJobs Phase Three Certification Completion – (Local workforce development area #).

The JFS 08028 and JFS 08044 must be submitted to OWD by June 30, 2022

Note: Technical assistance for OhioMeansJobs System Certification is available through the Ohio Department of Job and Family Services, Office of Workforce Development. Requests may be sent to: WIOAQNA@jfs.ohio.gov