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## DIVISION OF WORKFORCE SERVICES ISSUANCE NUMBER PY 23-10

March 15, 2024

**FROM:** Charisse Childers, Ph.D., Director

**TO:** Local Workforce Development Board Members  
Local Workforce Development Board Directors  
Local Chief Elected Officials  
Arkansas Workforce Center Partners

**SUBJECT:** Certification of Arkansas Workforce Centers

**I. Purpose:** The purpose of this issuance is to announce the updates and changes to ADWS Policy No. WIOA I-B – 6.4 (*Certification of Arkansas Workforce Centers Policy and Procedures*), through ADWS Policy No. WIOA I-B – 6.4, Change 1 (*Certification of Arkansas Workforce Centers Policy and Procedures*).

**II. References:**

WIOA §§ 101(d), 121, & 188  
20 CFR 678.800 & 679.130  
34 CFR 361.800 & 463.800  
Training and Employment Guidance Letter (TEGL) 16-16

**III. General Information:** The Arkansas Workforce Development Board (AWDB), in consultation with the chief elected officials (CEOs) and local workforce development boards (LWDBs), must review the Arkansas Workforce Centers and the one-stop delivery system for certification at least once every three (3) years. The criteria used for the certification is established in the Arkansas Combined State Plan [*WIOA § 121(g)(1), 20 CFR 679.130, 20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800*] and the local plans. This assessment must also examine the physical and programmatic accessibility of the centers in accordance with WIOA § 188 and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.). LWDBs may establish additional criteria relating to service coordination achieved by the one-stop delivery system.

LWDBs are responsible for oversight of the Arkansas Workforce Centers in their areas and the delivery of services through those centers [*WIOA § 121(a)(3)*]. As part of this oversight, LWDBs must assess each Arkansas Workforce Center, following procedures and criteria established by the AWDB. If the LWDB is the one-stop operator, the AWDB must evaluate the centers in that area for certification [*WIOA § 121(g)(1), 20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800*].

**IV. Action Required:** LWDBs and their contractors, as well as partner agencies, must distribute ADWS Policy No. WIOA I-B – 6.4, Change 1 (*Certification of Arkansas Workforce Centers Policy*

*and Procedures*) to ensure that workforce system staff are familiar with its content and requirements.

Except in areas where the LWDB serves as the one-stop operator, each LWDB must complete an application for certification for every physical center in their geographical local workforce development area, including both comprehensive and affiliate workforce centers. Where an LWDB serves as the one-stop operator, the AWDB must use the criteria to evaluate the centers for certification [20 CFR 679.130(f)(1)].

In selecting the certification team, LWDBs should utilize caution in ensuring that no more than one (1) LWDB member participates on the certification team. The inclusion and participation of at least two (2) LWDB members would be viewed as a “meeting” and would require meeting all public notice requirements [Arkansas Freedom of Information Handbook].

Each Arkansas Workforce Center, whether comprehensive or affiliate, must be evaluated for certification by the appropriate entity by close of business (COB) **May 31, 2024**.

These applications must be submitted to:

E-mail: [WIOA@arkansas.gov](mailto:WIOA@arkansas.gov)

Subject Line: “Application for Arkansas Workforce Center Certification”

**V. Inquiries:** All questions or concerns are welcome and may be submitted to [WIOATA@arkansas.gov](mailto:WIOATA@arkansas.gov).

**VI. Attachments:**

ADWS Policy No. WIOA I-B – 6.4 (*Certification of Arkansas Workforce Centers Policy and Procedures*)

**VII. Expiration Date:** June 30, 2026.