

**March 2016**  
**MEMORANDUM**

**TO:** WorkSource Montgomery One-stop Centers and Organizations  
**FROM:** WDB Executive Director  
**SUBJECT:** Certification Application Submission Schedule for **July 2016 –June 2018**

The purpose of this memo is threefold:

1. To establish a schedule of deadlines for the new cycle of *WorkSource Montgomery* One-stop Center certification – **July 2016 through June 2018;**
2. To inform other workforce development organizations when they may apply for certification;
3. To be used for strategic planning by Montgomery County organizations in preparing for certification.

The Montgomery County Workforce Development Board’s (MCWDB) certification to obtain a license to operate as a *WorkSource Montgomery* Center or Affiliate (any organizational entity) is an open system. This means any Workforce Innovation and Opportunity Act (WIOA) funded partnership or non-WIOA organization providing services to adults, dislocated workers, and/or youth in the workforce investment area may apply for certification by the deadline dates listed below. You will have the advantage of using the MCWDB brand name, *WorkSource Montgomery*, and will have all of the marketing benefits associated with the quality seal.

<i>Review Quarter 2016-2018</i>	<i>Application Submission Deadline*</i>	<i>Review of Applications Received by the Deadline</i>
July – September 2016	June 24, 2016	Begins in July 2016
October – December 2016	September 16, 2016	Begins in October 2016
<b>January – March 2017</b>	<b>December 16, 2016</b>	<b>Begins in January 2017</b>
April – June 2017	March 17, 2017	Begins in April 2017
July – September 2017	June 16, 2017	Begins in July 2017
October – December 2017	September 15, 2017	Begins in October 2017
<b>January –March 2018</b>	<b>December 15, 2017</b>	<b>Begins in January 2018</b>
April – June 2018	March 16, 2018	Begins in April 2018

\*Applications are accepted at any time. This is the deadline for the **LAST DAY WITHIN A QUARTER** an application may be submitted to have the application reviewed in the quarter directly after the submission deadline.

**This schedule is subject to revision for the second year of the cycle: July 2017 – June 2018.**

Your application may be submitted at anytime. Applications submitted by the submission deadline will be reviewed in the quarter immediately following the submission deadline. The application review, site visit, and notice of certification will all occur within the **Review Quarter**, assuming the site is recommended for a site visit and subsequent certification. Applications submitted after the deadline will not be reviewed until the **next Review Quarter**.

### **CERTIFICATION PROCESS**

If your application is reviewed and not recommended for a site visit, the Certification Subcommittee will inform you through the Technical Assistance Report on what has to be done in order to bring your score up to the minimum quality level. When you think you have accomplished the necessary improvements, you will need to resubmit another application in accordance with the submission schedule.

If you are recommended for a site visit, but the site is **NOT** certified based on the site visit, the Certification Subcommittee will inform you through the Technical Assistance Report what has to be accomplished to bring your score up to the minimum quality level. You may resubmit an application whenever you think you are ready, and the process begins again. There is NO limit to the number of times you may submit an application.

You are responsible for ensuring that you submit an application within enough time to get certified prior to the expiration of your current license. If your license expires prior to your certification, you will no longer be able to use the WorkSource Montgomery name until such time as you are certified.

### **APPLICATION PROCESS**

To ensure all the minimum requirements have been met, the WDB staff will process each application to check for these minimum requirements:

- Application **Checklists**;
- Continuous Quality Improvement (**CQI**) **plan** that results from the self-assessment process attached;
- Cross agency (if appropriate), cross-functional Partnership **training plan** attached;
- **Selected Section of Strategic Plan as Required**. Attach the part of the strategic plan that identifies your vision, mission, customers, goals, and objectives;
- All **partners identified on the cover sheet** (if appropriate);
- The original application, together with five complete copies (total of 6), must be delivered by 5:00 p.m. EST on the deadline date to the Workforce Development Board Office. **NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED**. WDB staff reserves the right to determine the timeliness of all submissions. Late submissions will not be considered until the following quarter.

If the above minimum requirements have been met, the application will be forwarded to the MCWDB Quality Assurance Certification Subcommittee review teams. A review team will review your application and, based on their review, either recommend a site visit, request supplemental information, or issue a Technical Assistance report identifying potential improvements which ought to be addressed before submission of a new application (Refer to Certification Process for detailed information).

If the review team, after a site visit, determines the site is ready for certification, MCWDB staff will then inform the MCWDB Quality Assurance Certification Subcommittee, prior to certification, of any facility, contractual/performance, or fiscal problems with the site. The Subcommittee may issue a certification contingent upon the resolution of the outstanding fiscal, facility, and/or contractual issues within a specific timeframe.

If a certified site relocates within the two-year certification period, the Certification Subcommittee must be notified in writing within 30 days of occupancy of the new facility. The Review Team may make a site visit at the new location at its discretion. A new application will **NOT** be necessary in this instance unless the change of facility also coincides with the expiration of the two-year certification period, at which time the regular certification process will commence.

Please call me at XXX with questions or concerns.