



**Catawba Workforce Development Area (LWDA)
Workforce Innovation and Opportunity Act (WIOA)
Local SCWorks Certification Policy**

WIOA Instruction Letter #: 21-01

Issuance Date: 02/15/22

Purpose: The purpose of this instruction is to transmit the LWDA's SCWorks Certification policy administered by the Catawba Regional Council of Governments under the oversight of the Catawba Workforce Development Board.

Background: In compliance with The Workforce Innovation and Opportunity Act (WIOA) and State Instruction 21-06, SCWorks Certification Standards, the Local Workforce Development Boards (LWDBs) are responsible for the assessment of their comprehensive and affiliate SCWorks centers and the SCWorks delivery system against the provided standards in State Instruction 21-06.

Policy: Assessment will be performed by the Administrative Entity (AE) WIOA staff and potentially a LWDB member/OneStop Committee member. The assessment summary will be reviewed/approved by the OneStop Committee and taken to the full LWDB for approval and vote.

Assessment will include visits to each SCWorks Center and include some/all evaluation methods listed in State Instruction 21-06 (attached). Assessment will include review of each standard and completing each Baseline Measure by checking the appropriate box (Yes/No) and making comments. Comments should also include list of documents reviewed, observations, etc.

Administrative Entity (AE) WIOA staff will compile a summary of the assessment process for WDB review and submission to SCDEW. AE WIOA staff will also submit LWDB certification approval (meeting minutes, etc.) to SCDEW.

This policy will be amended, if necessary, for changes in the State Plan.

If you have any questions, please contact Nicole Lawing, WIOA Administrator at 803.327.9041 or nlawing@catawbacog.org.

Nicole Lawing, WIOA Administrator