

**VIRGINIA DEPARTMENT FOR THE AGING  
TITLE V ONE STOP POLICY: COLLABORATION TO IMPLEMENT  
COMPREHENSIVE ONE STOP CENTERS**

**Effective Date:** July 1, 2008

**Scope:**

This policy is applicable to area agencies on aging (AAAs) and any other organizations (Title V contractors) which contract with the Virginia Department for the Aging (VDA) to deliver Senior Community Service Employment Program (SCSEP) services, under Title V of the Older Americans Act (OAA), in designated jurisdictions within the Commonwealth.

**Purpose:**

To establish VDA's One Stop policy and direction for its Title V contractors and to comply with the State Workforce Memorandum of Understanding (MOU) released by the Governor's Senior Advisor for Workforce in March, 2008.

**Definitions:**

Workforce Investment Area - Geographical configuration of local counties and cities based on criteria in the Workforce Investment Act. In Virginia, there are sixteen local workforce investment areas comprising all counties and cities in the state.

Workforce Investment Board (WIB) - Local board, appointed by the local workforce area's chief locally elected officials, responsible for planning and setting workforce policy for the local workforce investment area.

**Background:**

In Virginia, the 2006 General Assembly enacted into law Virginia Code 2.2-435.7 creating the Chief Workforce Development Officer. The Chief Workforce Development Officer is responsible for the coordination of workforce development across Secretariats and ensuring that the Commonwealth's workforce development efforts are implemented in a coordinated and efficient manner. Executive Order 61 conveys the responsibilities of the Chief Workforce Development Officer to the Governor's Senior Advisor for Workforce. In March 2008, the Governor's Senior Advisor for Workforce released a State Workforce Memorandum of Understanding signed by the Governor's Cabinet Secretaries and their respective agency heads whose agencies administer mandated Workforce Investment Act partner programs. The State MOU specifies the responsibilities of State agencies and mandatory partner programs under the Workforce Investment Act and the Virginia Workforce Network and also establishes shared accountability for funding and implementing comprehensive One Stop Centers. Title V of the OAA, administered by VDA, is included as a mandatory partner program and is subject to compliance with the State MOU.

The Office of the Governor's Senior Advisor for Workforce also identified and announced six locations for comprehensive one stop centers that are planned for opening by December 2009. Ultimately, there are plans to open 16 comprehensive One Stop Centers statewide, one for each workforce investment area.

**Policy:**

Establishment of comprehensive one stop centers presents opportunities for increased collaboration, joint planning, integrated service delivery, and increase in co-location of staff and resource sharing.

To ensure compliance with the State MOU and to ensure that SCSEP is an active partner with Virginia's One Stop delivery system and Workforce Investment Act Title I activities, VDA's Title V contractor organizations will participate fully in the planning and development of at least one comprehensive one stop center in each of their respective local program service areas. The State Partner MOU and the Comprehensive One Stop Center Business Model for Phase I can be found at [www.workforce.virginia.gov](http://www.workforce.virginia.gov).

As this initiative evolves, and additional information becomes available from the Workforce Advisor's Office, VDA will ensure that its Title V contractor organizations are informed of pertinent information announced by the Workforce Advisor's office. Title V contractor organizations are expected to regularly check [www.workforce.virginia.gov](http://www.workforce.virginia.gov) for current information. The Workforce Investment Board (WIB) for each workforce investment area is expected to initiate the first partner meeting for each comprehensive one stop center. Title V contractor representatives will actively participate in scheduled local comprehensive one stop partner meetings that are convened by WIBs over the course of the year.

Circumstances vary significantly from one work force area to another and some of the AAA subcontractors and contractor organizations have service areas that either overlap multiple WIB areas or serve only a portion of a WIB area. It is possible that the WIB's comprehensive one stop center will be located outside the service areas of these subcontractors. Given this complexity, each arrangement will need to be negotiated locally. To ensure the appropriate level of Title V participation in the comprehensive one stop center located in its service area, Title V contractor organizations will specifically prepare to plan and execute the following:

- Become a party and share responsibility in developing the local Memoranda of Understanding (MOU).
- Participate in a management team at one comprehensive One Stop Center per program service area.
- Develop plans for the comprehensive One Stop Center with the WIB.

- Share responsibility for management, problem resolution, safety, and security of one comprehensive One Stop Center site per program service area.
- Share responsibility for communication support, administrative duties, and management of common space.
- Collaborate with one stop operator.
- Describe, in the local MOU, services to be provided at the comprehensive One Stop Center and off-site.
- Commit to a referral process and describe it in the local MOU.
- Use a portion of funds available to Title V to support one comprehensive one stop center per program service area according to the Financing and Allocating Cost section of the State MOU.
- Contribute a “fair share” to the operating costs of one comprehensive one stop center per program service area.
- Agree on a methodology to be used to identify and allocate costs for electronic services offered through the comprehensive one stop center.
- Participate in credentialing, staff capacity, and technical assistance development opportunities.

Title V contractor organizations will keep VDA informed of the status of partner negotiations and the potential impact of negotiated arrangements on its operation. If it is not feasible for Title V contractor organizations to participate due to Title V funding limitations and the organization determines it must opt out of Title V, it must provide a minimum of six months notice to VDA.