

TO: Co-Located Partner Staff at Columbiana and Mahoning County One-Stop Locations
FROM: Jessica A. Borza—Chief Operating Officer, One-Stop System
DATE: 09/03/08 SUPERSEDES: I.0104
POLICY: I.0108
SUBJECT: One-Stop Common Assessment/Eligibility

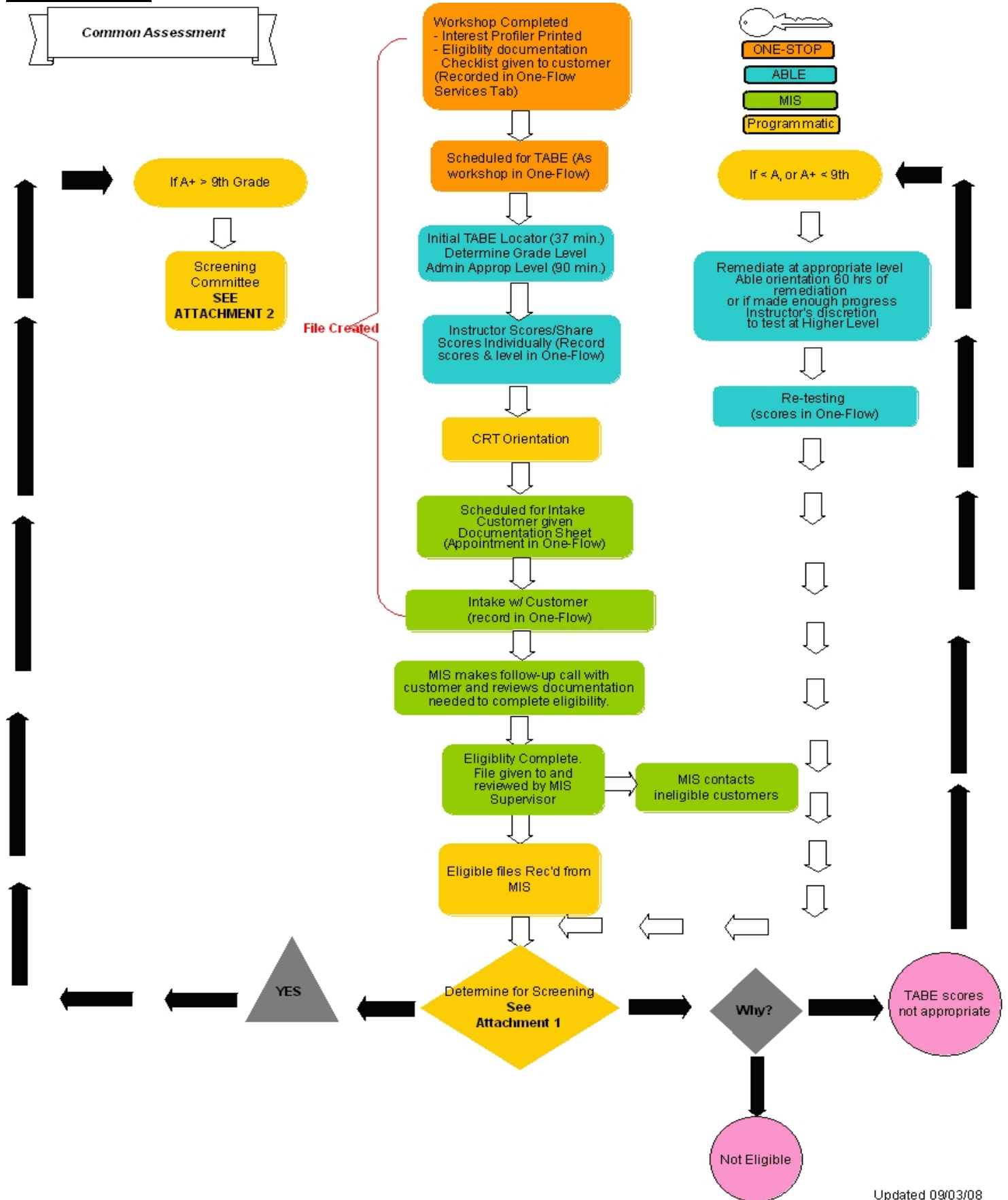
PURPOSE:

To establish a procedure to collect common information from customers seeking training assistance, coordinate the multiple partners in the One-Stop Workforce Centers and share common information and costs of training.

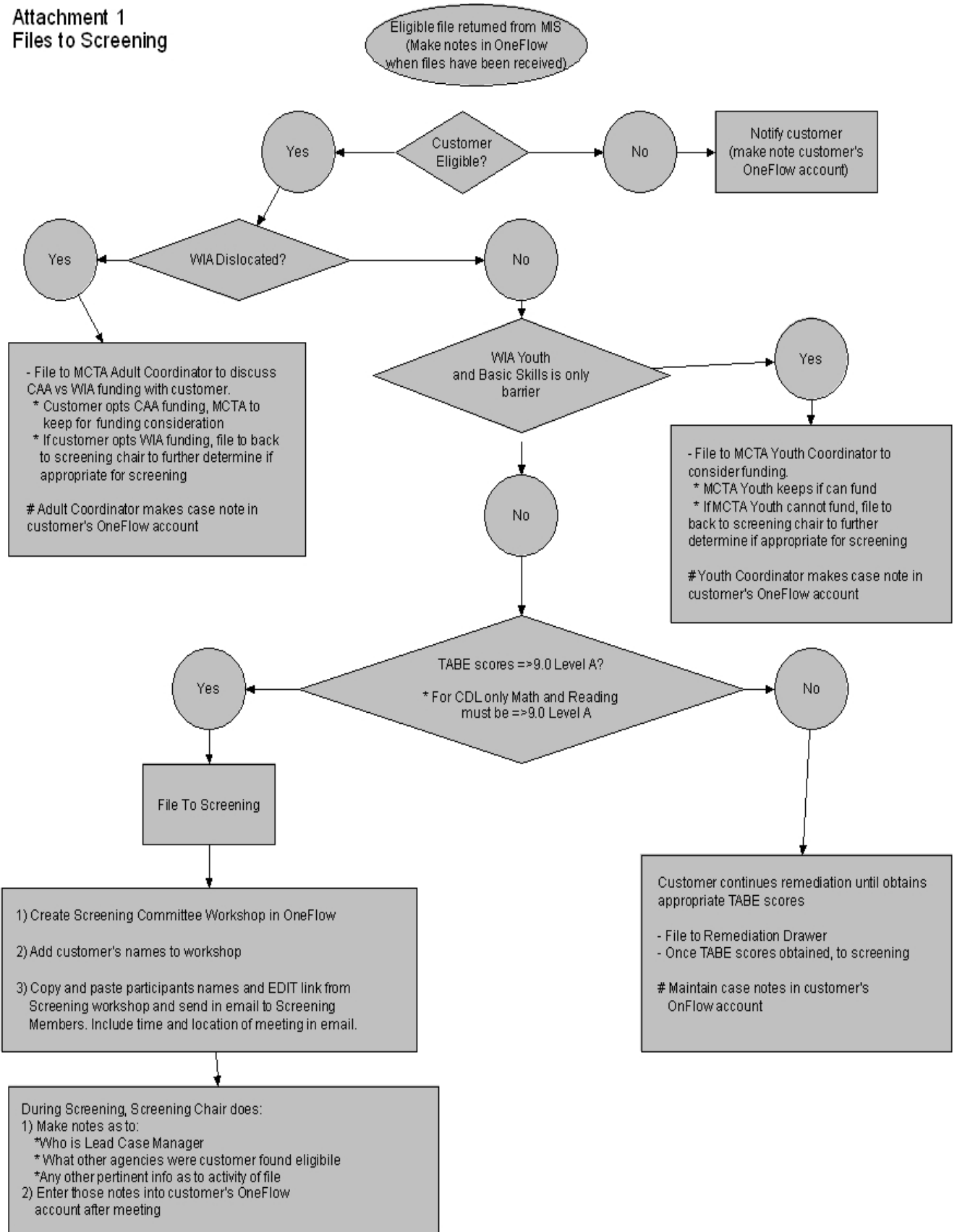
BACKGROUND:

All One-Stop Partners administering funding related to training and supportive services are invited to have a representative on the Screening Committee. This committee meets weekly to review applications of customers seeking Intensive and Training Services. The Screening Committee identifies the appropriate services and funding agency(ies) and names one of the partners as the lead agency. The benefits of this process are threefold: One, partners explore all avenues for funding behind the scenes, which increases customer satisfaction and maximizes local dollars. Two, by naming one lead agency, customers have one main contact, and all partner services are coordinated. Three, partners learn about the parameters of each other's funding.

PROCEDURE:



Attachment 1 Files to Screening



**Attachment 2
Screening Committee
File Referral**

Screening Committee File Referral
File referred to appropriate lead agency defined by customer's eligibility and agency eligibility guidelines

* In order to establish appropriate lead case manager, files should be referred as shown on chart below in order of priority, starting from left to right.

If customer is...
(*See note on the left)

