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200 New River Town Center  
Beckley, WV 25801

**Subject: Region 1 Workforce Development Board Full-Service American Job Center Procedure**

**Effective Date: July 1, 2017**

**Purpose:** To establish guidelines for Determination of a full-service American Job Center

**References:** 20 CFR 678.305, 34 CFR 361.305, and 34 CFR 463.305 of the Workforce Innovation Opportunity Act.

**Background:** The Region 1 Workforce Development Board has established the following guidelines regarding the review and conformation of the full-service comprehensive American Job Center.

**Policy:** The Region 1 Workforce Development Board along with the Local Elected Officials will review and confirm that Region 1 has at least one comprehensive, full service American Job Center which should reflect and exemplify the characteristics of a high-quality American Job Center as described in DOL's TEGL No. 4-15, and ED's RSA-TAC-15-01 and OCTAE Program - Memorandum 15-3, entitled Vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act. The two full service centers in Region 1 being Mercer and Raleigh County Career Centers.

Region 1 Workforce Development Board will abide by WIOA law regulations and guidance, all applicable Office of Management and Budget (OMB) Circulars, state regulations in laws and rules, Office of Financial Management (OFM) policies, applicable C.F.R.s. and West Virginia State Policies.

**Action:** All Workforce West Virginia centers located within Region 1, and R1WDB staff will be made aware of this policy

**Expiration Date:** This procedure shall be in effect until revised or canceled by the Region 1 Workforce Development Board