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Henry McMaster
Governor

Cheryl M. Stanton
Executive Director

STATE INSTRUCTION NUMBER 16-09, Change 1

To: Local Workforce Development Board Chairs
Local Workforce Area Signatory Officials
Local Workforce Area Administrators

Subject: SC Works Certification Standards

Issuance Date: May 1, 2017

Effective Date: Immediately

Purpose: This guidance extends the assessment and certification deadlines associated with the SC Works certification standards.

Policy: Local WDBs are responsible for the assessment of their comprehensive SC Works centers and SC Works delivery systems against the standards issued in State Instruction 16-09. Assessment and certification of satellite/affiliate sites will be required in the next certification cycle. However, all SC Works centers must comply with applicable physical and programmatic accessibility requirements. In order to be certified, centers and delivery systems must meet or exceed the baseline measures for each standard. Local WDBs are required to develop objective policies and procedures for the assessment process that include the criteria outlined in the Management, Job Seeker, and Business Services Standards. Each local WDB must submit documentation of the assessment process and certification determination to the Workforce Support Unit at DEW no later than **September 30, 2017**. Deficiencies should be noted for corrections that include local WDB review of progress and full certification by **January 31, 2018**. SC Works centers must be certified in order to be eligible to use infrastructure funds under the State Funding Mechanism.

Action: Ensure that this guidance is communicated to appropriate staff, partners, and service providers.

Inquiries: Questions may be directed to Mary jo Schmick at mschmick@dew.sc.gov or (803) 737-2708.

A handwritten signature in cursive script that reads "Patricia Sherlock". The signature is written in black ink and is positioned above the printed name and title.

Patricia Sherlock, Director
Policies and Procedures