

**ÁREA LOCAL**  
DE DESARROLLO LABORAL  

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**MAYAGÜEZ / LAS MARÍAS**

**OPERATIONAL STANDARDS FOR  
COMPLIANCE WITH PRIORITY OF SERVICE  
CRITERIA FOR THE ADULT AND DISLOCATED  
WORKER PROGRAM**

**APPROVED ON OCTOBER 27<sup>th</sup>, 2016**

## Table of Contents

I.	2II.
	2III.
	2IV.
	5APPROVED BY:
	5
Appendix Model-Certification	6

## I. INTRODUCTION

The Mayagüez-Las Marias Local Workforce Development Area developed this public policy to establish priority criteria for offering services to eligible participants in the Adult and Dislocated Worker Programs.

Career and training services are provided for the Adult and Dislocated Worker Program of Title I of the Workforce Innovation Opportunities Act (WIOA) through the One-Stop Management Center. Career services are further divided into basic career services, individualized career services, and follow-up services.

WIOA does not require a specific sequence of services before providing training services. However, the resources available for the Adult and Dislocated program are subject to being prioritized to serve the populations with the greatest need according to the criteria established by the Act.

## II. PRIORITY CRITERIA ESTABLISHED BY WIOA FOR ADULTS AND DISLOCATED WORKERS

In this regard, WIOA requires that services for persons with barriers to employment, as defined in Section 3(24), be targeted to ensure access to this population on a priority basis.


According to WIOA Section 134 (c) (3)(E), it is the responsibility of the One-Stop Management Center to give priority to the use of these **funds for individualized career services and training services** to the following populations:

- i. Public assistance recipient.
- ii. Other low-income persons.
- iii. Individuals who are deficient in basic skills.
- iv. Underemployed individuals who meet the criteria for Title I services.

## III. PRIORITIZATION ACCORDING TO TEGL 3-15

The U.S. Department of Labor's Training and Employment Administration (USDOL-ETA) published on July 1, 2015, in TEGL 3-15, the order of service priorities for Title I Adult and Dislocated Worker programs.

The order of priorities to be met for individualized career services and training services is as follows:



**First** Veterans and eligible spouses who are also included in the priority groups for the adult program. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income persons, or persons who are deficient in basic skills will receive first priority of service for adult program services

**Second** Other non-covered individuals (these individuals who are not veterans or eligible spouses included in the priority groups mentioned above for the adult program).

**Third** Veterans and eligible spouses who are not included in the WIOA priority group.

**Fourth** Other non-covered individuals outside the WIOA priority groups.

**Note:** When latest earnings are a determining factor in establishing eligibility for Federal employment or for a training program, any amount received as military pay by a person serving on active duty, as well as certain other benefits that must be taken into account for an eligibility determination, should not be taken into account for veterans. Military earnings should not be included in the income calculation for veterans or transitional military service members in assessing priority of service under WIOA, in compliance with 38 U.S.C. 4213.

The service provision for Separated Military Service Members and Military Spouses with dislocated worker funds, as outlined in TEGL 22-04, provides that military members in the process of discharge, including but not limited to Unemployment Compensation for Ex-Military Members (UCX) beneficiaries, may be considered dislocated workers. Dislocated worker funds may assist separated military service members in entering the civilian workforce. Generally, a military member in the process of separation from service needs a notice of separation, either a DD-214 from the United States Department of Defense or other appropriate documentation showing impending separation from the military, which can be used as the notice of termination of employment, to meet the definition of a dislocated worker.

In the case of military separation from service due to a military termination leave, it is recommended to begin offering career services. At the same time, the servicemember is still part of the Active Duty Military, as they have an impending separation date. It is appropriate to provide career services to service members who will be imminently separated from military

service, provided their discharge is not for a dishonorable act, according to military criteria. ETA has established as public policy that a military member under separation from service meets the dislocated worker requirement as an individual who is unlikely to return to his or her former industry or occupation.

For military spouses, WIOA expands the definition of dislocated workers to military spouses who have lost employment as a direct result of relocation due to a permanent change in the spouse's duty station. Military spouses may also qualify if they are dependents of an active duty member of the armed forces whose family income is significantly reduced, as determined by the State or local area, due to a deployment, active duty call or order, permanent change of station or military base, or service-connected death or disability of the servicemember on duty. Military spouses may also qualify if they are unemployed or underemployed and are experiencing difficulty obtaining or improving in employment (see WIOA Sections 3(15)(E) and 3(16)(A) and (B)).



In the fourth order of service, underemployed individuals shall be included per the following requirements:

1. TEGL provides that individuals who are underemployed and meet the definition of low-income individuals may receive career and training services under the adult program based on the priorities established for eligible individuals in the adult program.
2. The adult program may also serve individuals who meet the definition of a person with a barrier to employment (WIOA-Section 3(24)) and who are underemployed.
3. Individuals who are determined eligible under the dislocated worker program and who are also determined to be underemployed according to state or local area policies may be considered eligible for career and training services under that program.
4. Underemployed individuals may include, according to the TEGL, the following:
  - i. Individuals who are employed less than full-time and are seeking full-time employment.
  - ii. Individuals who are employed in an inadequate position concerning their skills and training.
  - iii. Individuals who are employed and meet the definition of a low-income person under Section 3(36) of WIOA.
  - iv. Individuals who are employed but have less income than the income earned from their previous employment, following State or local area policies.

**IV. OPERATIONAL STANDARDS FOR THE IMPLEMENTATION OF SERVICE PRIORITIES IN THE SINGLE MANAGEMENT CENTER**

1. These rules shall apply **exclusively** when an appointment is required for an activity or program within **the individualized career or training services**. The order of priority outlined in Part III of these rules shall be used.
2. The appointing official shall ensure that the person to be appointed has all the required documents on file and that the individual employment plan and corresponding evaluations have been duly completed.
3. A perpetual record shall be kept with the time, day, month, and year in which the person is appointed following this procedure, and the certification included as an attachment, which shall form part of the file, shall be completed.
4. The supervisor shall, in turn, sign the corresponding certification and ensure that the appointment is recorded accordingly.
5. No appointment may be processed unless the certification is completed.

This Procedure shall become effective immediately after its approval.

**APPROVED BY:**

  
\_\_\_\_\_  
ANGEL A. SAN MIGUEL HERNANDEZ  
Local Board President

  
\_\_\_\_\_  
HILDA R. RENOVALES CRUZ  
Executive Director

*27 - octubre - 2016*

October 27<sup>th</sup>, 2016

\_\_\_\_\_  
Date

## Appendix Model-Certification

### CERTIFICATION OF COMPLIANCE WITH THE ORDER OF PRIORITIES

Today, the appointment of \_\_\_\_\_, social security number XXX-XX-\_\_\_\_\_, in the following.

Program	Activity/Project:	Activity/Project Number:
<input type="checkbox"/> Adult <input type="checkbox"/> Dislocated	_____	_____

This individual meets priority criterion number 234 of services established for the program.

This appointment has been duly registered.

In \_\_\_\_\_, Puerto Rico at \_\_\_\_\_  AM/ PM, on \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Supervisor Signature

#### CERTIFICATE OF TRANSLATOR

*Smile Again Learning Center, Corp., certifies that a fluent translator in English and Spanish translated this document, that the above is a true and correct translation of the original document provided, in our best judgment, the translated text truly reflects the content, meaning, and style of the original text and constitutes in every aspect a complete and accurate translation of the original document. This is to certify the correctness of the translation only. We do not make any claims or guarantees about the authenticity or content of the original document. Further, Smile*

LOCAL WORKFORCE DEVELOPMENT AREA MAYAGÜEZ/LAS MARÍAS  
Street 5, Dr. Ramón E. Betances S, Mayagüez, PR 00680-4074  
T 787-834-8010

Email: [aldmayaguez@gmail.com](mailto:aldmayaguez@gmail.com)

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"We have support services for people with disabilities upon request."

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***In Isabela, Puerto Rico, June 30, 2024***

***Aledawi Figueroa Martínez***

***President***

***Smile Again Learning Center, Corp.***

***(787)872-5151 / (787)225-6332***

***widy.figueroa@smileagainpr.com***

***www.smileagainpr.com***

LOCAL WORKFORCE DEVELOPMENT AREA MAYAGÜEZ/LAS MARÍAS  
Street 5, Dr. Ramón E. Betances S, Mayagüez, PR 00680-4074  
T 787-834-8010

Email: [aldimayaguez@gmail.com](mailto:aldimayaguez@gmail.com)

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