

ÁREA LOCAL
DE DESARROLLO LABORAL
MAYAGÜEZ / LAS MARÍAS

Policy for Make-Up Time and/or Materials by Participants of Educational or Occupational Skills Training Projects paid for with Workforce Development Investment Act (WIA) funds and/or Other Funds

Justification

The Mayagüez - Las Marías Local Workforce Development Area offers different educational activities to our participants to acquire skills that will allow them to achieve their occupational goals. These activities can be courses where the participant acquires educational skills (English, mathematics, Spanish, and other subjects) to improve skills or to acquire a degree (either primary education, intermediate, high school, or equivalency exam), as well as training to obtain a degree or a certificate in an occupation in demand in our Local Area.

When submitting proposals, Service Providers define a curriculum indicating the number of hours for each subject. In most cases, these curricula have been previously certified by the General Council of Higher Education of Puerto Rico. Our Local Area requires that after the courses, the participants acquire all the necessary skills to be competitive in the labor market. For this purpose, we have designed a Policy of Replenishment of hours and/or material, ensuring with this action that our participants comply with all the Course requirements, previously established in the curriculum.

Definitions

1. **Educational Institution:** This refers to any institution, service provider, non-profit organization, corporation, etc., that signs a contract with the Local Area to offer any Short Course, Training, or other services.
2. **Record Keeping:** It is a book that records a group of students or participants' attendance, activities, exams, etc.
3. **Participants:** A person who has been evaluated, certified as eligible, and registered by the WIA system to participate in a Local Area-sponsored activity leading to the attainment of an occupational goal.
4. **Individual Biweekly Attendance Sheet:** This is the Official Local Area document used to keep

track of participant attendance. It must be signed and certified by the participant, the supervisor or teacher, and the Local Area Program Technician.

5. **Supplemental Attendance Sheet:** This is the Local Area Individual Biweekly Attendance Sheet, which is used to reflect attendance for Make-Up Time only.
6. **Make-Up Time Plan:** This is a plan designed by the teacher. Its main objective is to enable the participant to acquire the skills, material, test, etc. These plans must be submitted to the Program Specialists and Program Technicians in charge of the Project. The Technicians, in turn, will submit the plan to the corresponding Supervisor.
7. **Class Attendance:** Class attendance is important for developing the educational and formative process. If a student is absent, it will be evaluated on an individual basis, taking into consideration the reason for the absence.

Procedure

1. The teacher must keep a record for each group, as in the educational institutions (Schools or Colleges of Puerto Rico). In this Register, attendance, grades, and dates of reinstatement of work (grades) shall be recorded. The Local Area shall provide and supervise this Register. The Local Area will provide the Register at the beginning of the Activity and collect it at the end. The Local Area will be available to guide teachers in using this.
2. If the participant is absent from class, the Institution must notify the Local Area Case Managers that same week so that they can take action and offer all possible assistance.
3. When a one—or two-day absence from class is recorded, it will be at the teacher's discretion whether to provide the participant with the opportunity to retake the classes, depending on the assignments for that day (test, project, practice, skills covered in a single day). **(The Incentive will not be paid for days not attended or make-up time)**
4. When the absence is over two days, the teacher will make a **Make-Up Time Plan** for each student indicating how the material (skills) and/or tests, quizzes, etc., will be covered. In this way, the student is responsible for making up written work, practice, or homework designed to help him/her learn the material and/or take the test or quiz missed. (Attachment 1).
5. Supplementary Attendance Sheets will be prepared biweekly, reflecting the replacement of days (materials and work) and indicating the hours to be paid, if any.
6. If the participant's situation does not allow him/her to attend for a determined period of time (this period must be in accordance with the Institution's policy), the Institution will prepare a **Make-Up Time Plan**, which will be previously notified to the Consortium for its approval. The institution will ensure that the participant is oriented and/or informed so that he/she complies with the Plan. This information shall be part of the



participant's file for monitoring and/or auditing purposes.

7. The institution or Service Provider will be responsible for completing a **Supplemental Attendance Sheet** certifying that the participant completed the required hours by attending one day or with the Make-Up Time Plan in the case of consecutive absences.

Approved by:

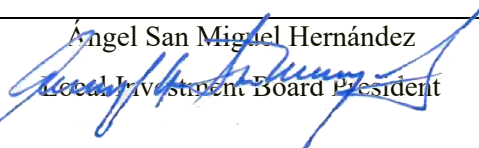
Elena Martínez Martínez

Executive Director



Ángel San Miguel Hernández

Local Investment Board President



15/1/13

January 15th, 2013

Date

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 Again Learning Center assumes no liability for the way in which the translation is used by the customer or any third party, including end-users of the translation. Any translation into another language shall be deemed as reference and the original version shall prevail in any case. A copy of the translation is attached to this certification.

In Isabela, Puerto Rico, June 30, 2024

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