



## **POLICIES AND PROCEDURES FOR JOB SEARCH ASSISTANCE AND OUT-OF-AREA RELOCATION ACTIVITIES UNDER INDIVIDUALIZED CAREER SERVICES**

### **LEGAL BASIS**

134(c)(2)(A), 134(2)(b)-(10) of WIOA and Section 678.430(a) of WIOA Regulations.

#### **I. INTRODUCTION**

1. The Out-of-Area Job Search and Relocation Assistance Activity is part of the Individualized Career Services provided by the Local Area for adults and dislocated individuals under Title I of the Workforce Innovation and Opportunity Act (WIOA).
2. The Out-of-Area Job Search and Relocation Assistance Activity shall be available to individuals who are determined to be appropriate for obtaining and retaining employment, as provided for in the Individual Employment Plan.
3. The Job Search Assistance and Out-of-Work Area Relocation Activity has two (2) components (Job Search Assistance In and Out-of-Work Area and Out-of-Work Area Relocation), which may be provided separately or integrated, as required by the participant's needs, resources, and the Local Board's public policy objectives.

#### **II. PROCEDURE ON JOB SEARCH ASSISTANCE AND RELOCATION OUT OF THE WORK AREA UNDER INDIVIDUALIZED CAREER SERVICES**

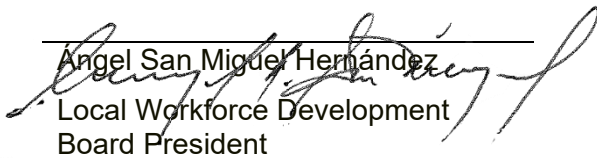
1. The One-Stop Center Operator and/or the Local Area shall ensure that eligibility requirements are met to receive the individualized career services available under Title I in the Adult and Dislocated Worker Program.
2. In the Adult Program, an individual must be 18 years of age or older to be eligible to receive career services. For the Dislocated Worker Program, the individual must meet the criteria outlined in Section 680.130 of the Regulations, which establishes the various categories of dislocated workers.

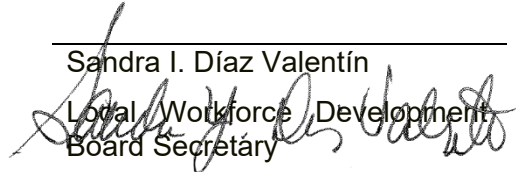
3. The adult or dislocated worker must also meet the requirements set forth in Section 680.210 of the Regulation to receive training services.
4. When the client first visits the One-Stop Center, a preliminary assessment is generally completed which identifies the client's need for unsubsidized employment.
5. The client is provided with the following services: Basic Career Services Area, Individualized Career Services, Training Services, and Follow-up Services, according to the need.
6. If it is determined in the Individual Employment Plan that the client should be referred to the Job Search and Outplacement Assistance Activity, the following general service strategy will be established:
  - (a) In the first instance, job search assistance services shall be provided within the employment area, preferably through a service provider.
  - (b) This service provider shall design a job search assistance plan containing the following elements:
    - Case Management
    - Orientation and evaluation
    - Testing
    - Advisory
    - Financial Advisory
    - Networking
    - Labor Market Information
    - Cyber Links
  - (c) The supplier shall keep the Single Management Center Operator duly informed of the progress made by each participant within the term given to develop this first stage, which should be at most 90 days. If there is any progress, it may be extended for an additional 30 days.
  - (d) After the expiration of the above term and if unsubsidized employment has yet to be obtained following the goals outlined in the Individual Employment Plan, the participant moves to seek employment outside the work area and relocation assistance.
  - (e) With the express consent of the participant, an action plan is to be adopted with the service provider that includes the following elements:
    - Referrals for contacts and/or itineraries for job interviews
    - Identification of Liaison Officers Outside the Work Area
    - Travel Expenses
    - Accommodations
    - Job Interviews
    - Transportation
    - Per diem and/or stipends
  - (f) This stage will last an additional 90 days, which could be extended to 30 days if there is reasonable evidence that the person is finally employed outside the work area.
  - (g) The Local Area shall develop and establish internal procedures to expedite

- providing the necessary support services to the participant during this stage.
7. Service priorities for the Job Search Assistance and Out-of-Work Area Relocation Activity will be targeted primarily to:
    - Adults and dislocated workers who are ready to work.
    - Credentialed and appropriately trained participants from the adult, dislocated, and out-of-school youth program populations,
    - Other eligible individuals who could benefit from the project.
  8. The Local Area and/or the One-Stop Management Center Operator shall develop Cooperative Agreements and Cyber Liaison Agreements to incorporate Sponsors for job search and relocation assistance initiatives.

This policy shall become effective immediately upon approval. The Executive Director shall inform the staff within five (5) days of its approval.

This policy and procedure will be effective immediately.

  
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 Angel San Miguel Hernández  
 Local Workforce Development  
 Board President

  
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 Sandra I. Díaz Valentín  
 Local Workforce Development  
 Board Secretary

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April 25<sup>th</sup> ,2017

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 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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