



LOCAL AREA  
LABOR DEVELOPMENT  
MAYAGUEZ/LAS MARIAS

## American Job Center

Public Policy Number: WIOA-2021-001  
Approval Date: 25<sup>th</sup> of March of 2021  
Effectivity Date: 25<sup>th</sup> of March of 2021

**PUBLIC POLICY: CAREER PLANNING FOR THE  
PARTICIPANTS OF THE  
YOUTH, ADULTS, AND DISPLACED WORKERS  
PROGRAM**

**I. INTRODUCTION**

The Workforce Innovation and Opportunity Act (WIOA), subscribed on

July 22, 2014, effective on July 1, 2015. It is designed for help people who are looking for a job, to have access to job offers, education, training, and support services to succeed in the labor market, and on the other hand, enable employers to have access to workers with the necessary skills-set to compete on the global economy.

The career planning is a component of the individualized basic services. It is not a one-time activity. It is an ongoing service provided to adults, displaced workers, and youth to ensure their success on the activities inherent and offerings related or relative to the WIOA Act. It is a program centered on the participant, while delivering the services designed to:

- Prepare and coordinate comprehensive employment plans to ensure they have access to activities related to workforce development needed, as well as the support services and
- Provide employment, training, and career counseling, as appropriate, during the participation on the Program and after job placement.

The term Career Planning substitute the previous term Case Management, used on the

**WIOA Act.**

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## II. LEGAL BASIS

- Federal Public Law 113-128, of July 22, 2014, Workforce Innovation and Opportunity Act, Chapter two, Sections 3 (8), (134 (c) (3)
- Federal Regulation for the *Workforce Innovation and Opportunity Act* (WIOA per its English acronym) Sections 680,210, 680,220 and 681,420.

## III. DEFINITIONS

1. **Career Planning:** as defined in section 3 of the WIOA, implies to provide services that are focused and customer-centered, the provision of services should be designed for:

- preparing and coordinating comprehensive employment plans, like services strategies, so that the participants have access to the workforce insertion activities and complementary support services, using when feasible, computers-based technologies; and
- Provide employment, educational, and professional advice, as appropriate, during the participation on the Program and after job placement.

For the purposes of this policy, career planning will be referred to as Career Management cases.

2. **Individual Service Strategy (ISS):** It is an individual plan targeting youth, which includes an occupational or employment goal, the adequate combination of services to enable the participant to achieve their goals and



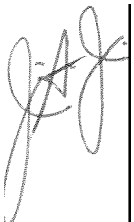
the objectives, according to an objective assessment. The ISS is used as an instrument of the Local Area, where the decisions taken about the most suitable combination of services, are documented.

- 3. Individual Employment Plan (IEP):** it is an individualized career service, following the WIOA sec. 134 (c) (two) (to) (xii) (II), that is jointly developed by the participant and the career planner/handler of cases.

This plan is a continuous strategy, which offers a combination of adequate services, which enable the participant to identify their occupational goal, and establish their goals and objectives, to achieve the outcome of placement on a non-subsidized job.

#### IV. GENERAL PROVISIONS

1. The Individual Employment Plan is one of the Career Services offered to adults and displaced workers determined as needing this service; is not a condition to receive services.
2. On the particular case of the Youth Program, the Individual Services Strategy for every participant, will be developed and kept updated, based on individual needs, directly linked to the execution indicators, and will include alternative careers that include education and employment.
3. After an interview, evaluation, and career planning, prior to deciding if the participant is eligible for a training activity, the Career Planner will consider the following:
  - a. Is the participant eligible to take part on a training activity, taking into account that there is not a minimum or a maximum time period to participate in the career services?
  - b. Determine if the participant has the skills and qualifications to satisfactorily complete the training program.
  - c. Make certain that the training program is directly related to the opportunities of existing employment in the geographical area to which the participant is available for relocate.
  - d. Check if there is another source of resources to subsidize the

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costs of the activity including State resources for training, PELL  
scholarships, and the TAA Program.

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- e. If funds are limited within the local area, the participant must comply with the priority criteria established in the Law and in the policy related to services priorities, issued by the Local Board.
- f. On the particular case of the participant, determined to be in need of training as established by the Career Planner, it is not a requirement to offer an individualized career service. If it is not provided, document the circumstances that justify offering the training activity without the career service.

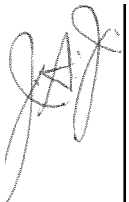
## V. CAREERS PLANNING ACTIVITIES

As part of career planning, the Career Planner (Case Manager) develops, among others the following activities:

1. Offers the Basic Career Services stipulated in the Act, as well as in its Interpretive Regulation.
2. Determine the eligibility of clients who are referred to Title I: Youth, Adults, and Displaced Workers.



3. Conduct a comprehensive and specialized assessment of skill levels and determination of the need for services. This may include the use of standardized diagnostic tests and other assessment tools. The career planner will be able to re-evaluate based on the particular situations of each participant on a particular moment.
4. Evaluate and identify barriers to the job and will develop the appropriate employment goals.
5. Development of the Individual Employment Plan.
6. Evaluate the need for Support Services required by the participant to function adequately on the activity referred to. He/she will assure that there are no services duplicity.
7. Offer counseling to participants and clients about the available services within the System for the Labor Force Development.
8. Will ensured that the participant selects an occupation that is in demand in the labor market and that is also in tune with their skills and individual's needs.
9. Responsible to provide continuity to the participant to validate the adaptation, performance, conduct, assistance, punctuality, motivation, among others. Coordinate and refer to other services and programs including CGU partners. As part of the service, will visit the locations where the participant is receiving the services. These actions will be recorded in the form designed for these purposes, which will be archived on the participant's file. He/she will carry out the actions necessary to help to the participant to complete the activity satisfactorily.

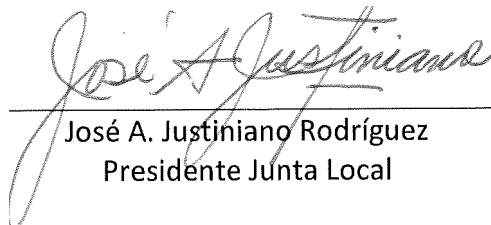
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10. Will offer follow up services for a period of 12 months or more after the end of the person's participation. Will document the services, as well as the corresponding certifications related to the validation of the execution measurements.

11. Will offer any other related service, not described on the previous paragraphs.

## VI. APPROVAL AND VALIDITY

This public policy will take effect immediately after its approval. It is the responsibility of the Executive Director to inform the staff, within five (5) days following its approval.

  
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José A. Justiniano Rodríguez  
Presidente Junta Local

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25<sup>th</sup> of March of 2021

Date

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