




LOCAL AREA  
LABOR DEVELOPMENT  
MAYAGÜEZ/LAS MARÍAS

American Job Center

**PROCEDURE WORK EXPERIENCE FOR ACTIVITIES AND INTERNSHIPS RELATED  
OCCUPATIONS AND CAREERS,  
INDIVIDUALIZED CAREER SERVICES OF  
ADULT AND DISPLACED WORKER PROGRAM**

**I. INTRODUCTION**

The Board of Mayors of the Local Area of Labor Development Mayagüez-Las Marías integrated by the municipalities of Las Marías and Mayagüez, and the Local Board of Labor Development (Local Board), in common agreement, selected the Mayagüez-Las Marías Consortium, as the administrative entity for the funds of title I, Adults and Displaced Workers funds under the Workforce Innovation and Opportunity Act (WIOA). This Consortium is in turn is the Operator of the Local Single Management System. This, after being appointed by the Governor of Puerto Rico to administer the funds of the aforementioned Act (Law).

**II. PURPOSE:**

The purpose of this document is to establish a uniform procedure and instructions in the process of identification, evaluation, and selection of proposals submitted by employers representing the private sector for or nonprofit and / or the public sector in relation to the following programmatic activities:

- Work Experience
- Internships

### **III. FORMS**

The following forms will be used in accordance with this Procedure:

Proposal of Work Experience Form

Inspection visits to physical facilities of proponents Form (if applies)

Evaluation Proposal Form

### **IV. LEGAL BASIS:**

- A. The Workforce Innovation and Opportunity Act (WIOA)) LP 113-128 of July 22, 2014
- B. 20 CFR Vol. 81 # 161 Interpretative Regulation of the WIOA Act
- C. 2 CFR 200 Super Circular Title 2 Sub-Title A Chapter II Part 200 Sub-Part D:  
"Procurement Standards", 20 CFR or 80.180
- D. Communiqué: Scope of the Prohibition of Subsidizing Employment in the Public  
Service with Title I Funds

### **V. PROGRAM DEFINITIONS**

- A. Work Experience – Planned activity, structured, for a limited period of time that takes place in a work scenario. It will be linked or related to careers, professions, or trades. The activity is aimed at providing the participant with the opportunity to acquire the skills and knowledge necessary to perform a job, including work habits and appropriate behavior. It is a useful means for the participant to acquire experiences that leads to unsubsidized employment. The experience can be with or without payment and can be carried out in the private sectors, or for nonprofit, and in the public sector.

*"Work Experience may not be substituted as a subterfuge and/or substitute for employment in the public service "*

B. Internships - Planned, structured, for a limited period of time, that takes place in a work scenario. These activities shall be linked or related to careers, professions, or trades. The activity is aimed at providing the participant with the opportunity to acquire the skills and knowledge necessary to perform a job, including work habits and appropriate behavior, taking into consideration their occupational interest or training area. It is a means for the participant to acquire experiences that leads to unsubsidized employment. It can be with or without pay and can be deployed in the private sectors for nonprofit or in the public sector.

## **VI. GENERAL NORMS**

1. The participant must have been subject to an assessment of their levels of skills and service needs. This assessment should include, but is not limited to, participant limitations related to interpersonal relationships, teamwork skills, occupational skills, and other related areas. It should be evidenced in the participant's file, as to how these limitations adversely affect their opportunities to obtain and retain employment.
2. The duration of the activity will be determined taking into account the individual needs of each participant and the basic skills to be acquired in it. The latter will be evidenced in the participant's file.
3. Upon completion of the Work Experience, the participant is expected to be prepared for unsubsidized employment. It will be determined, through the reevaluation of the Individual Employment Plan if the participant developed the skills established in it. If this is not the case, the participant may be referred to another service, for the purpose of obtaining a job, which will lead him towards economic self-sufficiency or to comparable or higher wages from previous jobs. If the participant is in need of training, he/she must have the skills and qualifications

that allow him/her to successfully participate in the appropriate training program or service. This last one is directly linked to the existing employment opportunities in the Local Area, the planning region, or another Area in which the participant is willing to relocate or travel daily. In such a case, it must be reasonably documented in the participant's file.

4. The Work Experience could be with salary payment for the participants, provided that this is stipulated in the employer-employee relationship for the activity, in which cases the Federal Law on Reasonable Labor Standards ("Fair Labor Standards") is applicable.
  
5. The Work Experience does not replace the activity On the Job Training (OJT) since they are aimed at selected people with different occupational needs and different purposes.

## **VII. PROCEDURE:**

### **A. GUIDANCE / COUNSELING**

1. After the Single Management Center's personnel identifies the needs of the participants, the Employee Promoters, or other designated officials, will visit ALDL's companies or organizations that are available to provide an opportunity for participants to develop occupational skills in a real work scenario.
  
2. The Promoters of Employment, or other designated officials, will offer guidance on the services and activities related to the WIOA Act to the proposer and will facilitate the formulation of the Proposal for Individual Career Services: Internships and Work Experience connected to Occupations and Careers.

3. The Employment Promoters will give telephone follow-up and will carry out visits in order to offer the proponent the necessary technical assistance to ensure that he submits the proposal complying with all the established requirements.

## **B. PROPOSAL REGISTRY AND EVALUATION**

1. Any proposal received will be stamped with date and time of receipt; it will be recorded in the Document Received Registry and will be referred to the Program Coordinator.
2. Previous to referring it to the Program Coordinator, the Employment, or an authorized official will visit the facilities to ensure that they comply with the health, safety, and access to people with disabilities requirements. As part of the visit, the official will complete the inspection form for Physical Facilities. The visit will be made within three (3) days following to the receipt of the proposal. In cases where the activity takes place in green areas or places that are not indoors, this process will not be executed.
3. The Program Coordinator will review the proposal, in all its parts and will ensure that the documents required by the evaluation process, are part of it. The review will be carried out within a period not exceeding three (3) working days, counting from the date that it was referred by the Employment Promoter or the designated official. As part of the process, the Program Coordinator will verify for the availability of funds.
4. Once the proposal has been reviewed, the Program Coordinator will refer it to the Committee for the Evaluation of Proposals (Committee), appointed by the Executive Director, to carry out the appropriate procedure.

5. Once the proposal has been reviewed by the Committee, the evaluation procedure will be completed, and the corresponding recommendations will be made to the Executive Director.
  
- C. Approved proposals will be submitted to the Executive Director or his authorized representative. Together with the Evaluation, evaluated proposal (recommended and denied) will be delivered to the proposer.
  
- D. The Executive Director or his authorized representative will refer the approved proposal to the Contracting Officer, for the corresponding procedure.

#### **E. CONTRACT FORMALIZATION**

1. The Contracting Officer will draft and formalize the contract within a term not exceeding three (3) working days.
  
2. Once the contract is ready for signature, the contracting officer will communicate with the employer to proceed to sign it. The employer must sign the contract in the Office and in the presence of the designated personnel within a term not exceeding three (3) working days.
  
3. If the employer does not show up to sign the contract, within the established timeframe, the Contracting Officer will notify, by means of electronic communication, the Executive Director, or his authorized representative to follow up with the employer.
  
4. The registration of the Contract will be made within fifteen (15) consecutive days, following the date of its granting, or following the date of the amendment, agreement, determination, record, or action that terminates it.
  
5. No benefit covered by the contract may begin until such time as the contract has been filed for registration with the Comptroller's Office in accordance with the

provisions of Law No. 18 of 30 October 1975, as amended.

## **F. REFERRAL AND RECRUITMENT OF PARTICIPANTS**

1. Once the contract has been formalized and registered, it will be referred to the Director of the Single Management Center. The Director of the Single Management Center will coordinate the referrals of the participants to the Employer and carry out the appointments of the participants.
2. The Case Facilitator will be responsible to visit the participants and the Employer in order to ensure that the participant is attending regularly, that he has no problems of adaptations, and any other situation. This is aimed to ensure that the participant obtains the specific lacking basic occupation skills, as identified in the Individual Employment Plan. If necessary, this officer may coordinate the corresponding Support Services, based on the needs of the participant.
3. The Manager of the Single Labor Management Center will be the custodian of the approved proposals and will ensure that the file is complete in all its parts and accessible to be reviewed by the internal and external Monitors and Auditors, should they request it.

## **G. ANNULMENT AND / OR CANCELATION OF PROPOSALS AND CONTRACTS**

There are different reasons why it is necessary to cancel and/or annul a proposal or contract once it has been approved and/or granted. Such reasons should be established in order to safeguard the best interests of the Program. Here are some examples of reasons for requesting the annulment and/or cancelation of a proposal or contract:

- a. The proponent has expressed his interest in withdrawing from it.

- b. The proposer has not fulfilled the responsibilities and/or agreements entered into.
- c. Any other reason that has been established by law and / or established by the Local Board that leads to the annulment and / or cancellation of a proposal or contract.

In accordance with the foregoing, the following will be done:

1. The Manager of the Single Management Center, or a Subsidiary Office will inform the Executive Director, the Program Coordinator, and the Contracting Officer in writing.
2. The Contracting Officer will carry out the process of the corresponding cancellation and/or annulment.



### VIII. APROBAL AND VALIDITY

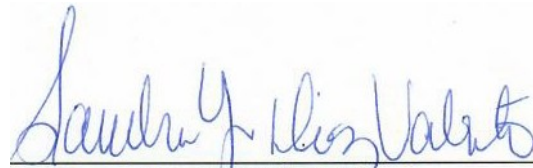
This procedure shall take effect immediately, on the date of its approval, and will render ineffective any other Procedure concerning the activities of internships and work experiences related to occupations and careers. It will be the responsibility of the Executive Director to inform the staff, in relation to this Procedure, within five (5) days after its approval.

### IX. EFFECTIVENESS:

This Procedure shall take effect from the date on which it is approved.

  
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Angel San Miguel                      residente

Hernandez President Local  
Board of Labor  
Development

  
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Sandra I. Díaz Valentin

Secretary Local  
Board of Labor  
Development

25 - abril - 2017

DATE



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LABOR DEVELOPMENT

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**FIRST AMENDMENT**

The Local Board of Labor Development Mayagüez-Las Marías determines to amend its Procedure for Internships and Work Experience related to Occupations and Careers. Individualized Career Service Adults and Displaced Workers Program, in order to establish the maximum number of hours of duration of the Work Experience Activity for Adults and Displaced Workers.

We proceed to amend Part VI: General Norms.

VI. General Norms

2. The duration of the activity shall be determined taking into account the individual needs of each participant and the basic occupational skills to be acquired by the participant. These needs and skills will be documented in the participant's file. As it constitutes a learning activity related to good habits and basic occupational skills, the Work Experience must not exceed five hundred twenty (520) hours.

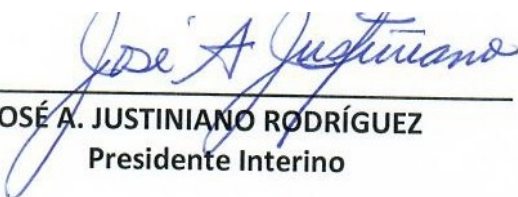
On the other hand, when the Local Area of Laboral Development, develops activities of Work Experience is aimed at serving the confined and ex-confined population, a maximum of seven hundred eighty (780) hours will be authorized.

This determination is based on the consideration that these people have been out the labor force for a long period and require a longer time period to allow them to develop the occupational skills and abilities necessary to reintegrate into society and the labor force in a successful manner.

5 Street Dr. Ramón E Betances S,  
Mayagüez, PR 00680-4074 Phone:  
787-834-8010

"We are an Equal Opportunity Employer/Program"  
"We have support services for persons with disabilities  
upon request"

This amendment will take effect on its approval.

  
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JOSÉ A. JUSTINIANO RODRÍGUEZ  
Presidente Interino

  
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SANDRA Y. DÍAZ VALENTÍN  
Secretaria

  
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Fecha