



## American Job Center

### **PROCEDURE ACTIVITIES OF WORK EXPERIENCE YOUTH PROGRAM: IDENTIFICATION, EVALUATION, AND SELECTION OF SERVICE PROVIDERS / WORK SCENARIOS**

#### **I. INTRODUCTION**

Pursuant to Section 129(c)(2)(C), Local areas are required to offer programs that include work experiences, with or without pay and that have an academic and occupational education component. This academic element has to occur concurrently or consecutively with the Work Experience . The main purpose of the Work Experiences is to offer the participant the opportunity to explore different occupations and develop their skills.

Work Experiences are learning activities, planned and structured, that are carried out in a given work area, for a limited period of time. They can be with or without pay and could be developed both in the public sector and private, with or without profit. The work experiences to be offered will be in accordance with the categories provided in Section 129 (c) (2) (c) of WIOA and Sections 681.460(a)(3) and 681.600 of the Federal Rules of WIOA. Work experiences to be developed can be of these four (4) types or categories:

1. Summer Employment Opportunities and other employment opportunities during the school year.
2. Pre-Apprenticeship Programs.
3. Internships and work exposure {"Job shadowing); and
4. On the Job Training (OJT).

## **II. PURPOSE:**

The purpose of this document is to standardize the process of identification, evaluation, and selection of the places that will serve as a work scenario in relation to the Youth Work Experiences. It applies to Summer Employment Opportunities and other employment opportunities during the school year (Work Experiences , Work Exposure, and Internship).

## **III. FORMS**

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

Proposal Work Experience  
 Inspection to physical  
 facilities Evaluation Proposal

## **IV. LEGAL BASIS:**

- A. Workforce Opportunity and Innovation Act (WIOA) LP 113-128 of July 22, 2014
- B. Interpretative Regulation of the LAW WIOA
- C. 2 CFR 200 Super Circular Title 2 Subtitle A Chapter II Part 200 Sub Part D: "Procurement Standards"
- D. Planning Guide Year Program 2016

## **V. DEFINITIONS OF PROGRAMMATIC ACTIVITIES**

- A. **Work Experience** - Planned, structured activity, for a limited period of time, taking 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 way for the participant to gain experiences that lead to unsubsidized employment. It can be with or without pay and can be carried out in the private sectors with or without profit or in the public sector.

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

The activity can be developed throughout the year. When it is carried out during the summer months it will be called Summer Jobs. They are part of the activities, one more component is not a requirement of the WIOA Law to offer the same. Summer Jobs must be a transition to continuing studies or obtaining unsubsidized employment.

B. Internship – 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, taking into account the youth occupational interest or training area.

## **VI. GENERAL PROVISIONS**

1. The Local Area will invest no less than twenty (20) percent of the funds, allocated to young people, excluding administration funds, to offer work experiences (with or without pay) to young people in and out of school.
2. The Work Experience activity will have an academic and occupational education component. This academic element has to be given in a concurring or consecutive way with the Work Experience. The main purpose of the Work Experiences is to offer the participant the opportunity to explore different occupations and develop their skills.
3. The young person must have undergone an assessment of their skill levels and service needs. This evaluation should include, among others, the limitations of the participant concerned with interpersonal relations, teamwork skills, occupational skills and other related areas. It should be evidenced in the participant's file, how these limitations adversely affect their opportunities to obtain and retain a regular employment.

4. The duration of the activity will be determined taking into account the individual needs of each participant and the basic skills that must be acquired in it. The latter will be evidenced in the participant's file.
5. After the Work Experience, it is expected that the client will be prepared for a transition to continue studies or obtain unsubsidized employment.
6. It will be determined, through a re-evaluation of the Individual Employment Plan, whether the participant developed the skills established therein. If this is not the case, the participant may be referred to another service. If they are in need of training, they must have the skills and qualifications that allow the youth to successfully participate in the corresponding training program or service. The latter will be 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 and justified in the participant's file.
7. The Work Experience may be with salary pay, for the participants, contingent that the employer-employee relationship in the activity provides for it, in which cases the Federal Fair Labor Standards Act applies.

## **VII. PROCEDURE:**

### **A. ORIENTATION**

1. After the needs of the participants are identified, the Employment Promoters or other designated officials will visit the companies or organizations of the Local Area that are available to offer an opportunity for the participants to develop occupational skills in a real work scenario.
2. The Employment Promoters, or other designated officials, will offer guidance on the services and activities related to the WIOA Law to the proposer and will provide the proposal form for the Individualized Career Services: Work Experience connected to Occupations and Careers.

3. The Employment Promoters will give telephone follow-ups and will carry out visits in order to offer the proposer the necessary technical assistance to ensure that they submit the proposal complying with all the established requirements.

## **8. REGISTRATION AND EVALUATION OF PROPOSALS**

1. In the proposal received, the date and time of receipt will be noted; it will be recorded in the documents registry and referred to the Youth Program Coordinator.
2. Prior to referring it to the Youth Employment Coordinator, the Employment Promoter and another authorized official will visit the facilities to ensure that they meet the requirements of health, safety, and access to people with Impediments. As part of the visit, they will complete the inspection to physical facilities form. The visit will be made within three (3) days of receipt of the proposal. If the activities are carried out in green areas or in outdoor sites, it does not require an evaluation of the facilities.
3. The Youth Program Coordinator will review the proposal in all its parts and ensure that the documents requested as part of the evaluation process have been delivered. The review will be carried out within a period not exceeding three (3) working days, counting from the date that was referred by the Employment Promoter or the designated official. As part of the process, the availability of funds needs to be verified.
4. Once the proposal(s) has been reviewed, the Youth Program Coordinator will refer it to the Proposal Evaluation Committee (Committee), appointed by the Executive Director, for the appropriate procedure.
4. Once the proposal(s) has been reviewed by the Committee, complete sections I to IV of the Proposal Evaluation Form Work Experiences Youth Program and make the corresponding recommendations.
5. Approved proposals will be submitted to the Executive Director or his/her authorized representative. Together with the Evaluation, must deliver the evaluated proposal(s) (recommended and denied).

6. The Executive Director or an authorized representative will refer the approved proposal(s) to the Contracting Officer, for the appropriate procedure.

**c. *FORMALIZING CONTRACTS***

1. The Contracting Officer will draft and formalize the contract in a term not exceeding three (3) working days.
2. Once the contract is ready for signature, the officer will contact the employer to proceed to sign it. The employer must sign the contract at 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 time, the Contracting Officer will notify, by means of an 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 granting it or following the date of the amendment, agreement, determination, record, or action that terminates it.
5. No benefit covered by the contract may commence until the contract has been submitted for registration with the Office of the Comptroller in accordance with the provisions of Act No. 18 of 30 October 1975, as amended.

**d. *REFERRAL AND RECRUITMENT OF PARTICIPANTS***

1. Once the contract has been formalized and registered, it will be referred to the Coordinator of the Youth Program to coordinate the referral of the participants to the Employer and make the designation of the participants. The referral of the participant to the Employer will be made in a term not exceeding three (3) days from the date on which he received the contract.

2. The Career Planner will be responsible for visiting the participants and the Employer in order to ensure that the participant is attending regularly, that he/she has no adaptation problems or other situation. The aim is to make sure the youth gets the basic occupational skills lacking, as stipulated in the Individual Employment Plan. If necessary, the Career Planner will be able to coordinate the Support Services that correspond, based on the needs of the participant.
  
3. The Coordinator of the Youth Program 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 that request to review it.

#### **E. ANNULMENT AND/OR CANCELLATION OF PROPOSALS AND CONTRACTS**

There are different reasons for which it is necessary to cancel and/or annul a proposal or contract that has already been approved and/or granted. Such reasons should be established in order to safeguard the best interests of the Program.

Reasons to request the annulment and/or cancellation of a proposal or contract:

- a. The proponent has expressed his interest in withdrawing from it.
  
- b. The proponent has not fulfilled the responsibilities and/or agreements stipulated.
  
- c. During the implementation of the proposal, it was established that there is no demand for the requested occupations.
  
- d. Any other reason, established by Law and / or established by the Local Board that renders the proposal or contract null and / or cancelled.

In accordance with the above, the following shall be done:

1. The Office Manager will inform in writing, the Executive Director, the Youth Program Coordinator, and the Recruitment Officer.


- 2. The Contracting Officer will carry out the corresponding cancellation and/or annulment process.

**VIII. APROVAL AND VALIDITY**

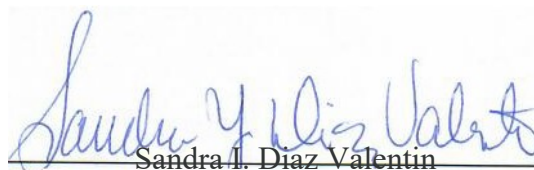
This procedure shall take effect immediately, on the date of its approval and will nullify any other Procedure relating to the activities of Work Experiences of the Youth Program. It will be the responsibility of the Executive Director to inform the personnel, within five (5) days after its approval.

**IX. EFFECTIVENESS:**

This Procedure will be in effect since the date of its approval.

  
 Miguel Hernández Presidente

Local Board  
 Labor  
 Development

  
 Sandra I. Diaz Valentin

Secretary of the Local  
 Board of Labor  
 Development

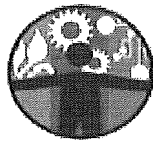
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; When the State establishes the parameters of this activity, this Procedure will be amended.

The Procedure and proposal form Training Activities on the Job Training (On-the-Job Training) proposal form will be used, which is currently used for the Adult and Displaced Worker Program.





LOCAL AREA  
LABOR DEVELOPMENT  
MAYAGUEZ/LAS MARIAS

American Job Center

**PROCEDURE ACTIVITIES OF WORK EXPERIENCE YOUTH PROGRAM:  
IDENTIFICATION, EVALUATION, AND SELECTION OF SERVICE PROVIDERS / WORK  
SCENARIOS**

**FIRST AMENDMENT**

The Local Board of Labor Development Mayagüez-Las Marías determined to amend its **Procedure for activities of work experience youth program: identification, evaluation, and selection of service providers / work scenarios**, in order to establish a maximum of hours of duration for the Work Experience Activity for the Youth Program

Part VI: General Provisions is amended as follows:

VI. Generates Provisions

3. The duration of the activity shall be determined taking into account the individual needs of each participant and the basic skills to be acquired. The latter will be evidenced in the participant's file. As it constitutes an activity of learning good work habits and basic skills in the occupational area, the Work Experience should not exceed five hundred twenty (520) hours.

This amendment will be effective since its approval date.

  
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JOSÉ A. JUSTINIANO RODRÍGUEZ  
Presidente Interino

  
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SANDRA DÍAZ VALENTÍN  
Secretary

  
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