

**Local Area Labor Development Mayagüez - Las Marías  
Procedure for Awarding and Payment of Services  
for the Adult and Displaced Workers Program**

LOCAL AREA  
LABOR DEVELOPMENT



MAYAGUEZ/ LAS MARÍAS

**AMERICAN JOB CENTER**

**PROCEDURE FOR AWARDING AND PAYMENT OF SERVICES**

**FOR THE ADULT AND DISPLACED WORKERS PROGRAM**

**Workforce Innovation and Opportunity Act (WIOA)**

**Local Area for Labor Development Mayagüez -  
Las Marías**

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**I. Introduction**

The Board of Directors of the Local Area for Labor Development Mayagüez - Las Marías, composed of the municipalities of Mayagüez - Las Marías and the Local Board of Labor Development (Local Board), in common agreement, selected the Mayagüez - Las Marías Consortium, as the administrative entity of the funds of the Title I: Youth, Adults and Displaced Workers of the Workforce Innovation and Opportunity Act (WIOA). This is as well, the System Operator of Single Management Center.

The WIOA Law establishes that the corresponding Support Services will be offered to the participants of the Adult and Displaced Workers Program who:

- Are participating in the activities authorized by the Law and
- They are unable to obtain the services through other programs that offer them.

Some of these are: transportation, care of children and dependents, accommodation and Needs Related Payment (NRP).

**II. Purpose**

The purpose of this procedure is to establish uniform operating and administrative rules in relation to the provision of Support Services to the participants of the Youth, Adults and Displaced Workers Program. That is, the process of being recommended, awarded, and paid uniformly by system officials for support services.

**III. Legal Basis**

Workforce Innovation and Opportunity Act(WIOA ) LP 113-128

of 22 July 2014

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Regulation of the WIOA Sub Part A Act

"Training and Employment Guidance Letter (TEGL) 19-16 issued by the Employment and Training Program attached to the Federal Department of Labor (ETA-DOL US) on March 1, 2017.

**IV. Forms**

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

- Referrals to SMC Partners
- Referred to ACUDEN (Childcare)
- Recommendation for Support Services
- Referred to Support Services

**V. Definitions**

**A. Financial Assistance:** Cash payment aimed at providing the participant with a stipend for their livelihood and general well-being, with the purpose that they can effectively participate in the individualized Career Services.

**B. Care of Dependents:** Economic compensation offered to participants who have dependents, who reside in the participant's home, who are incapacitated or unable to fend for themselves and who require the care service in order to participate in the activities authorized in the WIOA Act. The service will not be authorized when it is offered by a family member or person residing in the home of the participant. By provision of the WIOA Law, it will be verified if the service is available through other Programs. The participant's file will show the steps taken to determine the availability of services.

**C. Child Care:** Economic compensation offered to participants who have children(s), dependents under thirteen (13) years of age and who require the service of childcare in order to participate in the activities authorized in the WIOA Act. The service will

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not be authorized when offered by a family member or person residing in the participant's home. By provision of the WIOA Act, it will be verified if the service is available through other Programs. The participant's file will show the steps taken to determine the availability of services.

**D. Per Diems:** This service will be provided, to participants who;

- a. The distance between their residence and the place where the activity takes place is greater than one (1) mile away.
- b. The study schedule adversely affects, the home regular routine such as of consuming food. (breakfast, lunch, and dinner).

**E. Required Documents Employer Recruitment Process:** Subsidy of the cost of vaccination certificates, credit transcripts, criminal record certificate and health certificate, among others, required by the employer prior to the recruitment of the participant, in an unsubsidized employment. Costs may not be covered which, by provisions of any law or regulation, must be borne by the employer.

**F. Eyeglasses:** Service offered to the participant with vision problems, which adversely affect their participation in the activities of the Adults and Displaced Workers Program. It also includes safety glasses for adults and displaced workers who are participating in activities that involve risks. Up to a maximum of one hundred and fifty dollars (\$150.00) will be paid, upon presentation of the purchase invoice. Costs may not be covered which, by provisions of any law or regulation, must be borne by the employer.

**G. Lodge:** Service that is provided to those participants who find it difficult to daily travel from their home to the place where the activity takes place and based on the economic need of the participant.

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- H. Licenses, Reviews or Certifications:** Subsidization of the cost of the application or renewal of licenses, reviews and certifications that are required to perform the profession. The latter will be authorized when the person does not have the economic resources to pay for them. No costs may be covered which, by means of any law or regulation, must be borne by the employer.
- I. Career Planner:** An official who assesses the needs of the participant and recommends the services they need to participate in the activities. Verifies the availability of Funds from Support Services, recommends them to the participants, and according to the provision of the Law, refers the participant to the relevant agency or program (partner), in order to avoid duplication.
- J. Materials, equipment and special services for individuals with disabilities:** Those materials, equipment and services that are identified as necessary for the development and performance of the activity involved and that the Partner is responsible for, and that Vocational Rehabilitation, or any other program, do not provide it. For this service, a Career Planner evaluation is required and needs the recommendation of the Manager of the Corresponding Office and approved by the Executive Director. The participant will submit three (3) quotes for the equipment, materials, and special services acquisition.
- K. Need Related Payment (NRP):** Financial assistance offered to participants, adults, and displaced workers, who are unemployed and do not qualify or have ceased to qualify (exhausting) for insurance benefits for unemployment, with the aim of facilitating its participation in training activities. In the case of the displaced worker to be enrolled a training on or before the thirteenth week after its most recent displacement that resulted in a determination displaced worker eligibility.

NRP payments may be provided to a party who has been accepted into a course and it begins after the expiration of the thirty (30) calendar days period, provided that he/she presents written evidence.

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NRP payments for the displaced persons eligible for unemployment compensation shall not exceed the weekly level of unemployment compensation. For participants who do not qualify for unemployment compensation, as well as for unemployed individuals, the NRP shall not exceed the poverty level for an equivalent period. The latter shall be determined by the Local Development Board, as established in section 680.970 (a) of the Interpretative Regulations for WIOA Act.

**L. Support services:** Support services comprise services such as: transportation, childcare, dependents care, rents and payments related to needs which are necessary to enable the person to participate in career and training services, as defined in sections 134 (c) 2 and 3 of the Workforce Innovation and Opportunity Act.

**M. Medical Services:** Referral of members and displaced workers to medical services when their condition of health affects their knowledge of their activities and services. Those costs not covered by the participant's Health Plan will be reimbursed by means of the presentation of the payment invoice to the medical institution.

**N. Transportation:** Economic compensation offered to participants residing at a distance over one (1) mile between their permanent residence and the place where the activity in which they are participating takes place. The rates established by the Public Service Commission shall be used for the areas concerned for the purpose of establishing the maximum quantities allocated to each participant, independently that it is mobilized by public transportation or private vehicle. This service will be available to those parties through the Objective Evaluation and the Individual Service Plan. The need for the service needs to be evidenced, after making sure that there are not available through other programs.

**O. Uniforms:** Assistance will be offered for the payment of uniforms or other work clothing necessary for the performance of the participant in activities that requires it, when the employer or educational institution does not do provides it. The institution, employer or employer that applies shall present an invoice before the payment is made

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up to a maximum of two hundred and fifty dollars (\$250.00).

**VI. General Rules**

- A.** The Local Board, as established in Section 680.920 (a) of the Regulations of the WIOA Act, have delegated in the administrative body of the funds of the WIOA Act, determines the maximum compensation granted to each participant, without exceeding the limits established in this procedure, as well as the period of time in which the support services will be received. The administrative body of the WIOA Act funds may authorize the suspension of these services either for inappropriate use, or because does not complies with the rules established by the institution or the entity administering the funds of the WIOA Act (discipline, assistance, punctuality, responsibility) or by lack of availability of funds. The Career Planner have to evaluate the suspension and shall evidence it through a note of progress where the reasons for the action are documented.
- B.** The need for the support service, in particular, is a result of the evaluation process of each participant.
- C.** Once the need for the support service is determined, a recommendation for services will be made for its eventual consideration.
- D.** The costs of support services shall meet the criteria of reasonableness and permissibility, and therefore support services shall be granted to persons who are unable to obtain them through other programs,
- E.** Support Services shall not duplicate services that exist in the community and that are available within a reasonable time .
- F.** Support Services are contingent to the attendance to the program activity that corresponds to the achievement of program goals and to the availability of funds.
- G.** The determination of need for the Support Services, the services to be provided

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and the quantity, will be evidenced in the Individual Integrated Service Strategy or in the Individual Employment Plan corresponding to the participant.

- H. The support services will be subject to the availability of funds from the Local Labor Development Agency Mayagüez - Las Marías and may be reviewed according to this at any time.
- I. In accordance with the provisions of WIOA and its regulations, the Labor Development Board reserves the authority to establish limits as to the maximum amounts to be granted, and the timeframe in which support services can be received, in addition to restrictions on availability of funds.

**VII. Award Standards**

- A. **This service will** be offered to participants registered in the individualized Career Services who do not entail salaries and who require it to participate in the activity. Compensation of **\$15.00** per day per attended will be awarded to adult program participants and **\$15.00** to those of the Displaced workers Program. If participant is absent part or the full day, the payment shall be deducted proportionately. The participant is not an employee of the Mayagüez - Las Marías Local Labor Development Area, therefore, will not accumulate or qualify for marginal benefits, such as: regular vacation, sick leave, leave to take exams and job interviews, maternity and paternity leave, funeral license, probationary leave, judicial discharge or office subpoenas, accused, interested party, witness or defendant, military leave and unemployment insurance. No holiday payments nor days awarded by the governor or the mayors.
- B. **Dependent Care:** A stipendium per attended day will be granted to the programmed activity, per household. The support service, for the care of dependents with disabilities and/or elderly persons (60+) shall be subject to the following conditions:



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- a. The participant presents evidence that the dependent person (person with impairment and/ or of advanced age) cannot perform their daily life activities independently.
- b. The participant is the one who is the dependent caregiver.
- c. The participant needs the care support services for this dependent to enable his/her effective participation in the program.
- d. The service is not available or cannot be obtained free of cost through community providers.

To recommend the Dependents Care service, the following documents are required:

- Original birth certificate of the Dependent (copy will be part of the file).
- Criminal Record Certificate (caregiver)
- Health Certificate (caregiver)
- Certificate of Law 300 (caregiver)
- Copy of a Phot ID (caregiver)
- Evidence of Caregiver Residency (electricity bill, water)

Payment will be made to the participant and the participant will be responsible for paying the service provider. This will be recorded in the Payment Commitment form endorsed by both parties. It shall be subsidized on the basis of the following chart:

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<b>HOURS</b>	<b>STIPEND</b>	<b>HOURS</b>	<b>STIPEND</b>
<b>4</b>	<b>\$25.00</b>	<b>7</b>	<b>\$44. 00</b>
<b>5</b>	<b>\$32. 00</b>	<b>8</b>	<b>\$50.00</b>
<b>6</b>	<b>\$38. 00</b>		

**C. Childcare :** This service will be subject to verification of ages and services available in the community in accordance with the general rules of this procedure. Economic assistance will be provided for the care of the participant’s children, up to a maximum of three (3) child. Payment will be made in the following way: \$20.00 for the first child and \$10.00 for an additional child. Payment shall be made per day attended by the participant to the corresponding program activity. Payment will be made to the participant and the participant will be responsible for paying the service provider. The service provider shall notify the corresponding agencies of the payments received for the services offered as required by law. This will be recorded in the Payment Commitment form endorsed by both parties. This service requires initial verification, verification and monthly certification of the payment made. The criteria for recommending this service are:

- The participant or spouse is unable to personally care for the children for reasons of employment or training.
- The service is not available or cannot be available free of charge through community providers.

To recommend the childcare services, the following document are required:

- a. Birth certificate - Original of each child. One (1) copy will be part of the file.

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- b. Evidence of the spouse's or partner's work schedule (if applicable).
- c. Three (3) quotes for the childcare service (if applicable).
- d. Contract with the Care Center or individual who will offer the care service (if applicable).

The Career Planner or designated official will visit the Care Center or the individual or offer the care service to give continuity to the service. In the visit, he will do the following:

- a. Interview the person who will care for the children. If the service provider is a close relative of the participant (grandparents, siblings, or uncles), they must submit the following documentation:
  - Original birth certificate of each nifio. (Copy will be part of the expedient).
  - Social Security card (caregiver) only to validate.
  - Criminal Record Certificate (caregiver)
  - Health Certificate (caregiver)
  - Certificate of Law 300 (caregiver)
  - Copy of Photo ID (caregiver)
  - Evidence of Residence (water or electricity bill )
  - Name of participant.

Ensure that the Care Center has the corresponding licenses and certifications and include a copy in the participant's file.

- b. Guide the service provider on the payment process, their responsibility and the amount and frequency of payments.
- c. The service provider shall notify the relevant agencies of the payments received for

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d. the services offered as required by law.

**D. Per Diem:** The service will be self-renewed considering the following criteria:

- If the participants have to leave their residence before 6:00 am, then \$5.00 you be paid for breakfast.
- After a period of four continuous hours, in the corresponding program activity, \$7.00 will be paid for lunch.
- If you return to your residence after 7:00 pm, you will be paid \$8.00 for dinner.

**E. Lodging:** The maximum amount to be provided will not exceed **\$250.00** monthly Area Metro and **\$200.00** monthly non-Metropolitan Area. The place of lodging used must be certified by the Department of Consumer Affairs (DACO). This service requires initial and quarterly verification of the place of accommodation, to confirm that the expense for the service is being incurred. The verification will be carried out by the Career Planner or other designated official. Lodging services provided by relatives (parents, grandparents, siblings, or uncles) will not be paid. The participant will provide a copy of the contract that he subscribes with the lessor. Payment will be made to the participant and the participant will be responsible for paying the service provider. The service provider shall notify the relevant agencies of the payments received for the services offered under the law. This will be recorded in the form, designed for this purpose, which will be endorsed by both parties.

**F. Need Related Payment (NRP):** This payment will be authorized to displaced workers in order to enable them to participate in a training program under the Title I of WIOA. Requirements of eligibility for Displaced workers are:

- i. They are unemployed and

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- ii. Have ceased to qualify for unemployment compensation or benefits under the TAA or NAFTA-TAA.
  
  - iii. Are enrolled in a training program on or before the thirteenth week after the most recent cessation that resulted in a determination of eligibility of the worker as a displaced worker or if later than the end of the eighth week (week 8), after the worker was informed that a short-term suspension would exceed six (6) months. This benefit will be granted when your unemployment compensation benefits end. If the Training Program ends before this, you will not receive these benefits. Any participant who at the time of application has passed his fourteenth (14 th) week or more will not qualify to receive NRP.
  
  - iv. They are unemployed and do not qualify for unemployment compensation or benefits under TAA or NAFTA-TAA.
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- The Need Related Payment (NRP): will be authorized to those participants of the Adult Program that:
    - i. Are unemployed
  
    - ii. Do not qualify or have ceased to qualify for unemployment compensation and
  
    - iii. They are participating in training services as set out in section 134(d)(3)(B) of the WIOA Act.

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- To recommend the Need Related Payment (NRP): the participant will be required to present the documents that prove their eligibility for it:
  - a. Evidence that is receiving compensation for unemployment
  - b. Benefit start date
  - c. Benefit termination date
  - d. Evidence of enrolment in the training within the established terms
  
- In cases where the participant receives unemployment compensation, the amount of NRP to be authorised shall be equal to the level of unemployment benefits received by the participant not to exceed the weekly level of unemployment compensation.
  
- In cases where the participant does not qualify for unemployment compensation, the NRP will not exceed the poverty level for an equivalent period. The latter will be determined by the Local Board of Labor Development, as established in section 680.970 (a) of the Interpretative Regulations of the WIOA Act. The following chart shall be used:

<b>Family Composition</b>	<b>Annual Family Income</b>	<b>Monthly Payments NRP</b>	<b>Daily Payment</b>
1	\$11,880	\$700.00	\$35.00
2	\$16,020	\$940.00	\$47.00
3	\$20,160	\$1,180.00	\$59.00
4	\$24,300	\$1,400.00	\$70.00

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If both spouses participate in an activity that involves NRP and qualify, one of them will receive the NRP by himself and his dependents and the other will receive it as an individual.

- G. Other services not described in this article will be compensated by the presentation of invoices and the amounts will not exceed what is stipulated in the definition of the service. For those services not stipulated in the definition, will be compensated based on the costs established by the market.
  
- H. Direct payments for support services granted by day attended, will be reported together with the fortnightly attendance sheets, the time control and the corresponding payroll.

### **VIII. Logistics**

- a. As part of the planning process and based on the available budget, funds will be allocated to offer the services described above. These amounts may be adjusted periodically in accordance with the needs and resources available in the Mayagüez - Las Marías Local Labor Development Area.
  
- b. The Director of Finance will develop the corresponding controls to ensure that the allocated budget is not exceeded.
  
- c. The authorized official, in the Program Area, will have the responsibility of maintaining the due internal administrative controls for the appropriate and moderate use of the resources assigned for the support service.
  
- d. The Career Planner will determine the need for support services of the participant during the development of the Objective Evaluation, Individual Strategy, and the Individual Employment Plan.

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- e. The Career Planner will refer the participant to the Family Department, or another entity available in the system, to determine the availability of services and avoid duplication. Use the Partner Referral Form for this purpose.
  
- f. Once the Career Planner determines that the services are not available, will recommend the corresponding support services, complete the Request for Services, and forward them to the authorized official, for the corresponding action. Include copy of the appointment, registration and / or program of classes or other documents that apply according to the activity.
  
- g. After verification by the authorized official, the authorized official will forward it to the designated official in the Program Area who will determine the availability of funds. After approval by the Program, submit the application to the Finance Office.
  
- h. The staff of the Department of Finance will complete the Purchase or Service Order, register it, and send it to the designated official, for the corresponding processing.
  
- j. The Assigned Program Technician will be responsible for:
  - i. Complete the amounts allocated within the appointment sheet (change).
  
  - ii. Keep a copy of the participant's payroll in the participant's file.
  
  - iii. Inform and present evidence of any change in the participant's schedule and, if necessary, request adjustments, increase and/or extension of support services.
  
  - iv. Evidence of any changes to the file using the Progress Notes form .
  
- k. The Finance Office will prepare the corresponding change sheets to amend, update or elimination of information about the allocations of funds for



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services according to the information on the recommendations received by the operational area, subject to approval.

**IX. Approval and validity**

This procedure will begin to take effect immediately after its approval, by the Local Board of Labor Development. Amends the Procedure approved on 27 October 2016.

Approved at a meeting on 15 May 2017.

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President of the Local Board of Labor Development

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Note: The transportation time, from the activity location to the location of the dependent care, will be considered the excess of 15 minutes for the purposes of adjustments in the payment for hours of care.

Based on 70% of the "Lower Living Standard Income Level".

70% of the "Lower Living Standard Income Level" is calculated to determine the NRP. The "Lower Living Standard Income Level." Is established in accordance with the funds available and does not exceed the level of poverty as laid down in the regulations. From a family group of four members or more, the monthly payment equivalent to a group familiar of 4 will be assigned.



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American Job Center

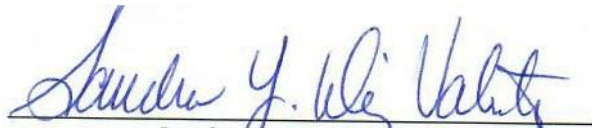
**AMENDMENT TO THE PROCEDURE FOR AWARDING AND PAYMENT OF SERVICES  
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After considering the economic situation the country is going through, especially those person who have lost their jobs or that have been unemployed for some time, this Local Board for the Labor force development has decided to amend *Section VII, Adjudication Rules, subsection A , of the Procedure for Adjudication and Payment of Support Services for Adults and Displaced Workers Program.* It will read as follows:-----

- A. Financial Assistance:** This service will be offered to those who participate in the Individualized Career Services that do not entail salaries and that require presential participation in the activity. They are awarded a compensation of **\$15. 00** days per *day* of attendance to the participants of the **Adult Program** and **\$ 20.00** of the **Displaced Workers Program**. If the participant is absent part of the day or all of the day, the payment shall be made proportionally. The participant is not an employee of the Local Area of Labor Development Mayagüez - Las Marías, therefore, does not accumulates nor qualify for marginal benefits, such as: regular holidays, sick leave, free time to take exams and employment interviews, maternity and paternity leave, funeral leave, probation leave, leave for jury purposes or office subpoenas, accused, interest part , witness o jury, Military license and unemployment insurance. No payment of holidays and days conceded by the government or mayors, shall be authorized.

This amendment will be effective december 16, 2017.

  
Ángel San Miguel Hernández  
Presidente

  
Sandra Y. Díaz Valentín  
Secretaria

3/diciembre/2017  
FECHA

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"We offer support Services to handicap persons upon request"