



LOCAL AREA LABOR DEVELOPMENT

MAYAGÜEZ - LAS MARÍAS

American Job Center

**PROCEDURE FOR AWARD AND PAYMENT FOR SUPPORT SERVICES
FOR THE YOUTH PROGRAM**

Workforce Innovation and Opportunity Act (WIOA)

I. Introduction

The Board of Mayors of the Local Area of Development Laboral Mayagüez - Las Marías, composed of the municipalities of Mayagüez and 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 Title I funds for Youth, Adults and Displaced Workers of the Workforce Innovation and Opportunity Act(WIOA). This is as well, the Local Single Management System Operator.

The **WIOA** Act establishes that the corresponding Support Services will be offered to the participants of the Youth Program who:

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

These include, but are not limited to, the following: links to community services, transportation assistance, child and dependents care, counseling, Need Related Payments(NRP), educational testing, reasonable accommodation for youth with disabilities, health referral, uniforms or other work-appropriate clothing, work tools, including glasses for vision and safety glasses.

II. Purpose

The purpose of this procedure is to establish standard operational and administrative rules, in relation to the granting of Support Services to the participants of the Youth Program. To enable the officials of the system to recommend, award and emit payments the support services in a standard way.

III. Legal Basis

Workforce Innovation and Opportunity Act(**WIOA**) LP 113-128
of 22 July 2014, Section 3 (59) and Section (129) (c) (2) (G)

Interpretative Regulations of the **WIOA Act** Sub Part A - Section 681.570

"Training and Employment Guidance Letter (TEGL) 23-14 issued by the Employment and Training Program attached to the Federal Department of Labor (ETA-DOL US) on March 26, 2015.

"Training and Employment Guidance Letter (TEGL) 8-15 issued by the Employment and Training Program attached to the Federal Department of Labor (ETA - DOL US) on November 17, 2015.

"Training and Employment Guidance Letter (TEGL) 21-16 issued by the Employment and Training Program attached to the Federal Department of Labor (ETA-DOL US) on March 2, 2017.

IV. Forms

The following forms will be used as required by this Procedure:

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

V. Definitions

A. Occupational Training: Training aimed at achieving academic or certified professional degrees. Priority will be given to programs that direct participants to recognized post-secondary credentials, aligned with industry sectors and occupations in demand in the Local Area.

B. Lodging: Service provided to those participants who find it difficult to daily travel from their home to the place where the activity takes place, based on the economic need of the participant.

C. Dependent Care : 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 of the authorized activity within the WIOA Act. The service shall not be granted when offered by a family member or person residing in the participant's household. By provision of the WIOA Act it will be verified if the service is available through other Programs. The steps taken to determine the availability of services will be evidenced in the participant's file.

D. Childcare: Economic compensation offered to patients who have children (s), dependents under thirteen (13) years of age and who are dependents of the service of childcare for participant in the activities authorized within WIOA Act. The service will not be authorized when it is offered by a relative or person residing in the home of the participant. Per provisions of the WIOA Act it will be verified if the service is available through other Programs. The steps taken to determine the availability of services will be documented in the participant's file.

E. Per Diem: This service will be provided to participants who:

- a. The distance between their residence and the place where the activity will take place is greater than one (1) mile away.
- b. The studies' hours adversely affect, the regular hours of food consumption. (breakfast, lunch, and dinner).

F. Required documentos Employers recruitment process: Subsidy of the cost of vaccination certificates, credit certificates, certificate of criminal record and health certificate, among others, required for the employer is prepared previous to the recruitment of the applicant into unsubsidized employment. It will not be possible to cover costs that, by provisions of any and or regulation, must be borne by the employer.

- G. Glasses:** Service offered to the participant with vision problems, which adversely affect their participation in the activities of the Youth Program. It also includes safety glasses for participants who are participating in activities that involve risks. It will be reimbursed up to a maximum of one hundred and fifty dollars (\$150.00), upon presentation of the purchase receipt. Costs which, by provisions of any law or regulation, may be borne by the employer, will not be reimbursed.
- H. Stipendium:** Payment in cash aimed at providing the participant with income support to enable them to effectively participate in the Youth Program elements.
- I. Licenses, Reviews or Certifications:** Subsidy of the cost of the application or licenses renewal, reviews and certifications that are required to exercise the profession. The latter are self-evident when the person does not have the economic resources to pay for them. Costs which, by provisions of any law or regulation, must be borne by the employer may not be covered.
- J. Materials, equipment, and special services for handicap persons :** Those materials, equipment and services that are identified as necessary for the development and performance of the participant and are not provided by the Vocational Rehabilitation Partner , or any other program. For this service, the recommendation of the Program Coordinator, the approval of the Program Coordinator, the evaluation of the Career Planner, and approval the Executive Director is required. The client shall submit three (3) quotations for the acquisition of equipment, materials y special services.
- K. Need Related Payment (NRP):** Financial assistance offered to participants enrolled in the element of Training in Occupational Skills, aiming to cover their non training expenses to enable them to complete the activity successfully. It will be granted to youth who are unemployed and do not qualify or have ceased to qualify (exhausting) their unemployment insurance benefits. NRP payments for eligible youth shall not exceed the minimum rate of compensation for unemployment. In the case of those who do not qualify for unemployment compensation, as for unemployed youth, the NRP shall not exceed the poverty level of population for an equivalent time period. The Local Board for Labor Development will determine the latter, as established in section 680.970 (a) of the Interpretative Regulations of the WIOA Act.

- L. Career Planner:** An official who assesses the needs of the participant and recommends the services they need to participate in the program activities. Verifies the Support Services availability of funds , recommends them to the participants, and by provision of law refers them to the relevant agencies or program (partner), in order to avoid duplication.
- M. Educational tests:** It includes the subsidy of tests such as High School equivalence exams, as well as other exams for occupational and/or credential certifications. The latter will be authorized, when the person does not have the economic resources to pay for them. They may not cover costs which, by provisions of any law or regulation, must be borne by the employer.
- N. Support Services:** Support Services include, but are not limited to, the following: links to community services, transportation assistance, childcare, dependent care, accommodation, Need Related Payment (NRP), educational testing, reasonable accommodation for youth with disabilities, referral to health services, uniforms, or other clothing appropriate to the work, work tools, including vision glasses, and safety glasses. These are necessary to enable the youth participation within the Youth Program elements.
- O. Medical Services:** Referral of youth to medical services when their health condition adversely affects their participation in activities and services. Those costs not covered by the participant's Health Plan will be reimbursed by presenting the payment receipt from the medical institution.
- P. Transportation:** Economic compensation offered to participants who reside at a distance greater than one (1) mile, between their permanent residence and the place where the activity takes place. The rates established by the Public Service Commission for the concerned areas will be used for the purpose of establishing the maximum amounts allocated to each participant, regardless of whether they use public transportation or private vehicle. This service will be available to those participants who, through the Objective Evaluation and the Individual Service strategy, the need for the service become evident, after ensuring that they are not available through other programs that may offer the service.

Q. Uniforms: Assistance will be offered for the payment of uniform or other clothing necessary for the performance of the participant in the activities that require it, when the employer or educational institution does not provide it. The institution, employer, or applicable entity will present an invoice prior to the reimbursement of 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 Interpretative Regulations of the WIOA Act, has delegated to the administrative body of the funds of the WIOA Act, to determine the maximum compensation that will be granted to each participant, without exceeding the limits established in this procedure, as well as the time period in which they can receive the support services. The administrator may authorize the suspension of these services either for improper use because it does not comply with the rules established by the institution or the entity administrator (discipline, assistance, punctuality, responsibility) or for lack of availability of funds. The Career Planner will assess the suspension after an evaluation and document it within the case management file with a progress note explaining the reasons for the determination.
- B.** The need for the support services, in particular, must arise as a result of the evaluation process of each participant.
- C.** Once the need for the support service has been determined, the corresponding recommendation of service will be made for its eventual consideration.
- D.** The costs of the support services will always meet the criteria of reasonableness and permissibility; therefore, the support services will be granted to those Youth who cannot obtain them through other programs that may offer them.
- E.** Support services may never duplicate services that exist in the community and that

are available within a reasonable time.

- F. Support services shall be subject to attendance in the relevant program activity, to the scope of program goals and the availability of funds.
- G. The determination of the needs of support service , the services to be provided and the quantity, will be evidenced in the Individual Service Strategy, corresponding to each participant.
- H. The support services will be subject to the availability of funds from the Mayagüez - Las Marías Local Labor Development Area and may be reviewed accordingly at any time.
- I. In accordance with the provisions of WIOA and its regulations, the Labor Development Board reserves the authority to establish limits in terms of the maximum amounts granted, and the timeframe in which support services can be received, in addition to the restrictions regarding to the funds available.

VII. Award Rules

- A. **Stipends:** This service will be offered to participants registered in the elements of the Youth Program, who do not entail salaries, and which require the presential participation in the activity. Except for the element of development of occupational skills

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aimed at obtaining a credential. The latter will be granted NRP. The stipend is the equivalent of one compensation per day attended. In the case of youth at school, they will be offered a compensation of **\$15.00** per day and youth outside the school will be offered compensation of **\$15.00** daily per day attended. If the participant is absent part of the day or the whole day, the payment will be deducted proportionally. The participant is not an employee of the Local Area of Labor Development Mayagüez - Las Marías, therefore, will not accumulate or qualify for marginal benefits, such as: regular vacation, sick leave, leave to take examinations and employment examinations, maternity and paternity leave, funeral leave, discharge per day of birthday, immigration for judicial purposes or official subpoenas, accused, interested party, witness or judge, military license and unemployment insurance. Payment of holidays and days conceded by the governor or the mayors.

B. Dependents Care: A period per day will be granted to the program activity, per household. The support service, for the care of dependents with disabilities and/or a person of advanced age (60+) will be subject to the following conditions:

- a. That the participant presents evidence of the dependent (a person with a handicap and/or of advanced age) cannot fend for himself to carry out his life activities.
- b. The participant is the dependent caregiver.
- c. The participant needs the dependent care service to enable his or her effective participation in the program.
- d. The service is not available or cannot be obtained free of charge through providers of the community.

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To recommend the dependent care service the following documents are required:

- Original birth certificate of the dependent (copy for the file).
- Certificate of Background check (caregiver)
- Health Certificate (caregiver)
- Certificate of Law 300 (caregiver)
- Copy of a Photo ID (caregiver)
- Evidence of Residence of the caregiver (power, water bill or similar)

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 is subsidized according to the following chart:

HOURS	STIPEND	HOURS	STIPEND
4	\$25.00	7	\$44. 00
5	\$32.00	8	\$50.00
6	\$38.00		

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 childcare that the participant has, up to a maximum of three (3) children. Payment will be made as follows: \$20.00 for the first child and \$10.00 for an additional child. Payment is made per day attended to the programmed activity. Payment will be made to the participant and the participant will be responsible for paying the service provider. The provider of the servicior will notify the corresponding agency 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 the initial, quarterly, and monthly verification of payment made. The criteria to recommend this service are:

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

To recommend childcare services, the following documents are required:

- a. Birth certificate - Original of each child. One (1) copy for the case file.
- b. Evidence of the working hours of the spouse or partner (if applies).
- c. Three (3) quotes para the childcare service (if applicable).
- d. Contract with the Care Center or individual who offers the care service (if applies).

The Career Planner or designee will visit the Care Center or the individual who offers the care service to give continuity to the service. During the visit, he will do the following:

- a. Interview the person who offers childcare service. If the service provider is a close relative of the participant (grandparents, siblings or uncles), the following documentation must be submitted:
 - Original birth certificate of each child. (Copy will be part of the file).
 - Social Security Card (caregiver) only for validation.
 - Criminal Record Certificate (caregiver)
 - Health Certificate (caregiver)
 - Certificate of Law 300 (caregiver)
 - Copy of Photo ID (caregiver)
 - Evidence of Residence (water or electricity bill)
 - Participant payroll

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Ensured that the Care Center has the corresponding licenses and certifications and will include a copy of them in the participant's file.

- b. Guide the service provider on the payment process, its responsibility and the amount and frequency of payments.
- c. The service provider will notify the corresponding agency of the payments received for the services offered as required by law.

D. Per diem: The service will be authorized considering the following criteria:

- If you have to leave your residence before 6:00 am, you will be paid \$5.00 for breakfast.
- After a period of four continuous hours in the corresponding program activity, you will be paid \$ 7.00 for lunch.
- If you return to your home 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** per month Area Metro and **\$200.00** per month non-Metro 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. There will be no payment for lodging services provided by relatives (parents, grandparents, siblings, or uncles). The participant will provide a copy of the contract signed with the lessor. Payment will be made to the participant and the participant will be responsible for paying the service provider. The service provider will notify the corresponding agency of payments received for the services offered as required by the law. This will be stated in the form, which is designed for this purpose, which will be endorsed by both parties.

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F. Need Related Payment (NRP): This payment will be authorized with the purpose of making possible the youth participation in the Occupational Skills Training element. Eligible for NRP are youth which:

- i. Are unemployed and
- ii. Does not qualify or no longer qualify (exhaust) the unemployment compensation.
- iii. They are enrolled in a training program.

To recommend the Need-Related Payment (NRP), the participant will be required to present the documents proving their eligibility for the service:

- a) Evidence that receives compensation for unemployment
- b) Benefit start date
- c) Benefit termination date
- d) Evidence of enrollment in training

In cases where the participant receives unemployment compensation, the amount of NRP to be authorized shall be equal to the level of unemployment benefits received by the young person, shall not exceed the weekly level of compensation for unemployment.

In cases where the participant does not qualify for unemployment compensation, the NRP does not exceed the poverty level for the time period. The latter shall be determined by the Local Labour Development Board, as set out in section 680,970 (a) of the Regulation of the WIOA Act. According to the following chart:

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Family Composition	Annual Family Income	Monthly NRP Payment	Daily Payment
1	\$11,880	\$700.00	\$35.00
2	\$16,020	\$940.00	\$47. 00
3	\$20,160	\$1,180.00	\$5 9.00
4	\$24,300	\$1,400. 00	\$70.00

If both spouses participate in an activity involving NRP and qualify, one of these receives the NRP by himself and his dependents and the other receives it as an individual.

G. Other services not described in this article will be compensated after the presentation of invoices and the dollar amounts does not exceed what is stipulated in the definition of the service. Those not specified in the definition will be compensated on the basis of the costs established in the market.

B . Direct payments for support services granted per attendance, service shall be reported together with the fortnightly attendance sheets, the time period and the corresponding number of hours.

VIII. Logistics

a. As part of the budget-based process, funds will be allocated to provide the services described above. These amounts may be adjusted periodically in accordance with the needs and resources available in the Local Area for Labor Development Mayagüez - Las Marías.

b. The Director of Finance will develop the corresponding controls to ensure that the assigned budget is not exceeded .

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- c. The authorized official, within the Program Area, shall be responsible for maintaining the proper internal administrative controls for the appropriate and moderate use of the resources allocated for the support service.
- d. The Career Planner will determine the need for support services of the participant during the development of the Evaluation and the Individual Strategy of Servicios.
- 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 to avoid duplication. You will use the Membership Referral Form for this purpose.
- f. Once the Career Planner, checks that the services are not available, recommend the proper support service, completes the Services Petition form and forward it to the authorized official for the corresponding action. Include copy of the appointment, enrollment and / or program of classes or other documents that may apply according to the activity.
- g. After verification by the authorized official, he/she will forward it to the designated person within the Program Area who will determine the availability of funds. After approval by the Program, submit the application to the Finance Office .
- h. The Budget Office completes the Purchase or Service Order, registers it, and sends it to the official who refers it, for the corresponding processing.
- i. The designated official will deliver a copy of the Purchase or Service Order to the Career Planner.
- j. The Career Planner will be responsible for:


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- i. Complete in the appointment sheet (change sheet) the assigned amounts.
 - ii. Keep a copy of the participant's payroll in the case file.
 - iii. Report and present evidence of any change in the participant's schedule and, if necessary, adjustment, increases and/or extension of support services.
 - iv. Shall document all changes in the file using the Progress notes.
- k. The Finance Office shall prepare the corresponding change sheets to amend, update or eliminate the information on the allocation of funds for support services, in accordance with the information and recommendations subsequently received from the operational area, subject to approval.

IX. Approval and Validity

This procedure will be in effect immediately after its approval by the Local Labor Development Board. Amends the Procedure approved on 27 October 2016.

Approved, at a meeting held on May 15, 2017.


Ángel San Miguel Hernández
Presidente Junta Local de Desarrollo Laboral

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¹ Note: The transfer time, from the place of activity of the participant, to the place of care of the dependent will consider the excess of 15 minutes for the purposes of adjustments in the payment for hours of care.

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

m 70% of the "Lower Living Standard Income Level" is computed to determine the NRP. The percentage is established considering the funds disponible and does not exceed the level of poverty according to the regulations. From the family groups of four members or more the monthly payment equivalent to a family group of 4 will be assigned.



LOCAL WORKFORCE DEVELOPMENT BOARD
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AMENDMENT PROCEDURE FOR
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SERVICES FOR THE YOUTH PROGRAM

Taking into account the availability of funds and the need for services, the compensation of the economic incentive received by the youth outside the school participating in the Activities under the Program should be reviewed. The Local Board determines to reduce the economic compensation received by them during their participation in the activities. Taking the above in consideration, we proceed to amend Section VII, Awarding rules, subsection A, of the Procedure for Award and Payment for Support Services for the Youth Program. Which should read:

A. Stipend: This service will be offered to the participants registered in the elements of the Youth Program, which do not entail salaries and that require them to precensially participate in the activity. Except, the element of development of occupational skills aimed at obtaining a credential. The latter will be granted NRP. The stipend is the equivalent of compensation per attendance day. In the case of youth at school a compensation of \$15. 00 daily per attended day is offered. Youth outside the school will be offered a compensation of \$ 15. 00 per day attended. **Those trainings that exceeds 5 hours / day, a compensation greater than \$15.00 will be taken into consideration, which will not exceed \$30.00 dollars per day, subject to the availability of funds.** If the participant is absent part of the day or the whole day, the payment will be deducted proportionally. 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 holidays, sick leave license, leave to take examinations and job interviews, maternity and paternity leave , funeral leave, birthday leave, discharge for

judicial purposes or official subpoenas, accused, interested party, witness or jury, military leave and unemployment insurance. The payment of holidays and those awarded by the Governor, or the Mayors **will not be authorized.**

It is important that the change to \$15.00 dollars per attended day, will only apply to new projects, the youth appointed before this date October 16, 2019, will continue to receive the \$20 incentive, until **the end of** their participation in the project in which they are enrolled. If the active participant is named in a new Project, then will receive the \$15. 00 daily amount economic incentive, as provided for in this Amendment.

This amendment is effective on October 16, 2019.



JOSÉ A. JUSTINIANO RODRÍGUEZ
Presidente
16/ octubre / 2019.

Fecha
Date



LOCAL WORKFORCE DEVELOPMENT BOARD

Mayagüez - Las Marías

American Job Center

**AMENDMENT PROCEDURE FOR AWARD AND PAYMENT FOR SUPPORT SERVICES FOR
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In order to provide adequate and necessary economic support to the participants of the Youth Program, the Local Board has determined to increase the economic compensation received by them during their participation in the activities. To this end, Section VII, Adjudication Rules, subsection A, of the Procedure for Award and Payment for Support Services for the Youth Program is amended. Which should you read:

- A. Stipend: This service will be offered to participants registered in the elements of the Youth Program, who do not entail salaries, and which require to participate precensially in the activity. Except, the element of development of occupational skills aimed at obtaining a credential. These will be granted NRP. The stipend is the equivalent of one compensation per day attended. In the particular case of youth in school, they will be offered compensation of \$15.00 per day attended and young people outside the school will be offered a compensation of \$20.00 per day attended. Training that **exceeds 5 hours / day, shall be taken in consideration for a compensation greater than \$15. 00, not to exceed \$30.00 per day, subject to funds availability.** If the participant is absent part of the day or all of the day, the payment shall be deducted proportionately. The participant is not an employee of the Local Area of Labor Development Mayagüez - Las Marías, therefore, will not accumulate or qualify for marginal benefits, such as: regular vacations, sick leave, leave to take exams and interviews of employment, maternity and paternity leave, funeral leave, probation leave, leave for judicial purposes or official subpoenas, accused, interested party, witness or jury, military, and unemployment leave. The payment of the holidays and the holidays awarded by the Governor, or the Mayors shall not be authorized.

This amendment will be effective beginning October 3, 2018.



JOSÉ A. JUSTINIANO RODRÍGUEZ
Presidente

October 2, 2018

Date