



LOCAL AREA

Career Development

Mavagüez – Las Marías

American Job Center

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

Workforce Innovation and Opportunity Act (WIOA)

Área Local Desarrollo Laboral Mayagüez - Las Marías .
Procedimiento Adjudicación y Pago Servicios de Sostén
Programa Jóvenes

I. Introduction

The Board of Mayors of the Local Area of Labor Development Mayagüez - Las Marías, made up of the municipalities of Mayagüez and Las Marías and the Local Board of Labor Development (Local Board), in common agreement, selected the Consortium Mayagüez - Las Marías, as the administrator of the Title 1: Youth, Adults, and Displaced Workers funds of the Workforce Innovation and Opportunity Act (WIOA). This in turn is the Operator of the Single Local Management System.

The WIOA Act provides that Support Services, as applicable, will be offered to Youth Program participants who:

- Are engaging in activities authorized by the Act, and
- They are unable to obtain services through other programs that offer the services.

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

11. Purpose

The purpose of this procedure is to establish uniform operational and administrative standards in relation to the provision of Support Services to participants of the Youth Programme. This, so that the officials of the system recommend, award and pay uniformly for support services.

111. Legal basis

Workforce Innovation and Opportunity Act (WIOA) LP 113-1 28
of July 22 , 2014, Section 3 (59) and Section (129) (c) (2) (G)

Interpretive Rulemaking of the WIOA Sub Part A - Section 681.570

Training and Employment Guidance Letter (TEGL) 23-14 issued by the Employment and Training Program attached to the U.S. 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.

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"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 in accordance with this Procedure:

- Referrals to UGC Partners
- Referred to ACUDEN (Child Care)
- Support Services Recommendation
- Referral to Support Services

V. Definitions

- A. Occupational Skills Training:** Training aimed at achieving academic degrees or professional certificates. Priority will be given to training programs that direct participants to achieve recognized postsecondary credentials, aligned with industry sectors and occupations in demand in the Local Area.
- B. Accommodation :** Service provided to those participants who find it difficult to travel, on a daily basis, from their home to the place where the activity takes place, based on the economic need of the participant.
- C. Care of Dependents:** Financial compensation offered to participants who have dependents, who reside in the participant's home, who are incapacitated or unable to take care of themselves and who require the care service to participate in activities authorized under the WIOA Act. The service will 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 the services.
- D. Child Care:** Financial compensation offered to participants who have child(ren), dependents under the age of thirteen (13) and who require childcare to participate in the activities authorized in the WIOA Act. The service will 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 before other Programs. The participant's file shall show the steps taken to determine the availability of the services.
- E. Per Diem:** This service will be provided to participants who;
- a. The distance between your residence and the place where he carries out the activity is greater than one (1) mile away.

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- b. The study schedule adversely affects the regular hours of consuming food.
{Breakfast, lunch, and dinner}.
- F. Documents Required Recruitment Process Employers:** 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 a NON-subsidized job. Costs that, by provisions of any law or regulation, must be borne by the employer may not be covered.
- G. Glasses:** Service offered to participants 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. Reimbursement will be made up to a maximum of one hundred and fifty dollars {\$200.00), upon presentation of the purchase invoice. Costs which, by virtue of the provisions of any law or regulation, must become by the employer, may not be covered.
- H. Stipends:** Cash payment aimed at providing the participant with a stipend for his/her sustenance and general welfare, so that he/she can effectively participate in the elements of the Youth Program.
- I. Licenses, Reviews or Certifications:** Subsidy of the cost of applying for or renewing licenses, reviews and certifications that are required to practice the profession. The latter will be authorized when the person does not have the economic resources to pay for them. Costs that, by provisions of any law or regulation, must be borne by the employer may not be covered.
- J. Special materials, equipment, and services for individuals with disabilities:** Materials, equipment, and services that are identified as necessary for the development and performance of the activity participating in will be paid for and that are not provided by the Vocational Rehabilitation Partner, or any other program.provide. This service will require the evaluation of the Career Planner, the recommendation of the Program Coordinator and the approval of the Executive Director. The participant shall submit three {3} quotations for the purchase of special equipment, materials and services.
- K. Need-Related Payment (NRP):** Financial assistance offered to participants enrolled in the Occupational Skills Training element, so that they can meet their non-training expenses and in turn can successfully complete the activity. It will be awarded to youth who are unemployed and do not qualify or have ceased to qualify (exhausting) for unemployment insurance benefits. NRP payments for youth eligible for unemployment compensation will not exceed the weekly level of unemployment compensation. For those who do not qualify for unemployment compensation , as well as for unemployed youth, the NRP will not exceed the poverty level for an equivalent period. The latter will be determined by the Local Board

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of Workforce Development, as set forth in section 680.970(a) of the WIOA Act Interpretive Rule.

- L. Career Planner:** An official who assesses the needs of the participant and recommends the services they need to participate in activities. Verifies the availability of Support Services funds, recommends them to participants, and by law refers the participant to the relevant agency or program (partner), in order to avoid duplication.
- M. Educational Tests:** It is inclusions The subsidy of tests such as equivalency tests for the high school, as well as other exams for occupational certifications and/or credentials. These The latter shall be authorized, when the person does not have the economic resources for pay for them. No It is may cover costs that, by provisions of any law or regulation, must be paid for by the employer.
- N. Support Services:** Support services include, but are not limited to, the following: links to community services, transportation assistance , care for children and dependents, housing, housing, and other services.Need {NRP), educational testing, reasonable accommodation for youth with disabilities, referral to health services, uniforms or other appropriate clothing for work, work tools, including vision glasses and safety glasses. These are necessary for the youth to participate in the elements of the Youth Program.
- O. Medical Services:** Referral of youth to medical services when their health condition adversely affects their participation in activities and services. Costs not covered by the participant's Health Plan will be reimbursed by submitting the payment invoice to the Medical Institution.
- P. Transportation:** Financial compensation offered to participants who reside within a distance of 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 will be used for the areas concerned, in order to establish the maximum amounts assigned to each participant, regardless of whether they travel by 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 is evidenced, after ensuring that they are not available through other programs that offer the same.
- 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 entity that applies will present an invoice prior to reimbursement of up to a maximum of one hundred and fifty dollars (\$250.00).

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VI. General Standards

- A. The Local Board, as set forth in Section 680.920(a) of the Interpretive Rules, of the WIOA Act, has delegated to the WIOA Fund Administering Entity to determine the maximum compensation to be paid to the WIOA Statute. shall grant each participant, without exceeding the limits established in this procedure, as well as the period of time in which he or she will receive support services . The administering entity 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 administering entity (discipline, attendance, punctuality, responsibility) or due to lack of availability of funds. The Career Planner will assess the suspension after an evaluation and case management evidenced by a progress note explaining the reason for the determination.
- B. The need for support service , in particular, should arise as a result of the evaluation process of each participant.
- C. Once the need for the support service is determined , the corresponding service recommendation will be made for eventual consideration.
- D. The costs of support services will always meet the criteria of reasonableness and permissibility, therefore, support services will be granted to those young people who cannot obtain them through other programs that offer them.
- E. Support services may never duplicate services that exist in the community and are available within a reasonable time.
- F. Support services will be subject to attendance at appropriate program activity, achievement of program goals, and availability of funds.
- G. The determination of the support service needs, the services to be provided and the quantity, will be evidenced in the Individual Service Strategy, corresponding to the participant.
- H. Support services will be subject to the availability of funds from the Local Area of Labor Development Mayagüez - Las Marías 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 set limits on the maximum amounts to be awarded, the time in which the amount of time is awarded, and the amount of time in which the amount of money is awarded. They can receive support services, in addition to restrictions on available funds.

VII. Award Rules

- A. **Stipends:** This service will be offered to participants registered in the Youth Program elements, who do not carry salaries and that require them to participate in the activity. The element of development of occupational skills is excepted

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aimed at obtaining a credential. The latter will be granted NRP. The stipend is the equivalent of compensation per day attended. In the particular case of youth in school, compensation of \$15.00 per day per day attended will be offered and youth outside school will be offered compensation of \$15.00 per day attended. If the participant is absent part of the day or all of the day, the payment will be deducted proportionally. The participant is not an employee of the Mayagüez - Las Marías Local Labor Development Area, therefore, he or she will not accrue or qualify for fringe benefits, such as: regular vacations, sick leave, leave to take exams and job interviews, maternity and paternity leave, funeral leave, birthday leave, leave for judicial purposes or official subpoenas, defendant, interested party, witness or jury, military leave and unemployment insurance. The payment of holidays and those ceded by the governor or mayors.

B. Care of Dependents: A stipend will be granted per day attended or to the programmatic activity, per family nucleus; The support service, for the care of dependents with disabilities and/or elderly person (60+) will be subject to the following conditions:

- a. That the participant presents evidence that the dependent (person with disability and/or elderly) cannot take care of himself to perform their life activities;
- b. That the participant is the one who is in charge of the care of said dependent;
- c. That the participant needs the care service for said dependent to make his or her effective participation in the program viable;
- d. The service is not available or can be obtained free of charge through community providers.

To recommend dependent care, the following documents are required:

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

Payment will be made to the participant and the participant will be responsible for paying the service provider. This will be stated in the Payment Commitment form that will be endorsed by both parties. It will be subsidized based on the following table:

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HOURS	STIPEND	HOURS	STIPEND
4	\$25.00	7	\$44.00
5	\$32.00	8	\$50.00
6	\$38.00		

C. Child Care: This service will be subject to verification of ages and services available in the community in accordance with the general rules of this procedure. Financial assistance will be provided for the care of the children 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 each additional child. Payment will be made per day attended by the participant to the corresponding programmatic activity. Payment will be made to the participant and the participant will be responsible for paying the service provider. The service provider will notify the appropriate agencies of payments received for services offered as required by law. This will be stated in the Payment Commitment form that will be endorsed by both parties. This service requires initial, quarterly verification and monthly certification of the payment made. The criteria for recommending this service are:

- The participant or his or her 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 child care services, the following documents are required:

- a. Birth Certificate - Original for each child. One (1) copy will be part of the file.
- b. Evidence of the spouse's or partner's work schedule (if applicable).
- c. Three (3) quotes for childcare (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 who will offer the care service to give continuity to the service. During the visit, the doctor will do the following:

- a. Interview the person who will be caring for the children. If the service provider is a close relative of the participant (grandparents, siblings, or aunts and uncles), they will need to submit the following documentation:

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- Original birth certificate of each child. (Copy will form part of the file).
- Social Security card (caregiver) for validation only.
- Criminal Record Certificate (caregiver)
- Health Certificate (caregiver)
- Certificate of Law 300 (caregiver)
- Copy of Photo ID (caregiver).
- Proof of Residency (water or electricity bill)
- List of participants.

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

- b. Will guide the service provider on the proc; that of payment, its responsibility and the amount and frequency of payments.
- c. The service provider will notify the appropriate agencies of payments received for services offered as required by law.

D. Per diems: 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 programmatic activity , you will be paid \$7.00 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** per month Metro Area and **\$200.00** per month in the Non-Metro Area. The place of lodging that is used has to be certified by the Department of Consumer Affairs (DACO). This service requires initial and quarterly verification of the place of lodging, to confirm that the expense for the service is being incurred .The verification shall 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 landlord. Payment will be made to the participant and the participant will be responsible for paying the service provider . The service provider shall notify the appropriate agencies of payments received for services provided as required by law. This will be stated in the form, which is designed for this purpose, which will be endorsed by both parties.

F. Payment Related to Need (NRP): This payment will be authorized for the purpose of enabling the participation of young people in the Occupational Skills Training element.Youth will be eligible for NRP if:

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- i. Are unemployed and
- ii. Do not qualify or no longer qualify for unemployment compensation, and
- iii. They are enrolled in a training program.

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

- a) Evidence that you receive unemployment compensation
- 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 will be equal to the level of unemployment benefits that the youth was receiving, 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 shall be determined by the Local Labor Development Board, as set forth in section 680.970(a) of the Interpretive Rule of the WIOA Act. The following table will be used:

Family Composition	Annual Family Income,¹	NRP¹¹¹ Monthly Payment	Daily Payment
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

When both spouses participate in an activity involving NRP and qualify, one spouse will receive the NRP for himself or herself and his or her dependents and the other will receive it as an individual.

G. Other services not described in this article shall be compensated by the presentation of invoices and the amounts shall not exceed what is stipulated in the definition of the service. In those not stipulated in the definition, they will be compensated based on the costs established in the market.

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- B.** Direct payments of support services that are granted per day attended will be reported together with the biweekly 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 provide the services described above. These amounts may be adjusted periodically in accordance with the needs and resources available in the the Local Area of Labor Development Mayagüez - Las Marías .
- b. The Director of Finance shall develop the corresponding controls to ensure that the allocated budget is not exceeded.
- c. The authorized official, in the Program Area, shall be responsible for maintaining due internal administrative controls for the appropriate and moderate use of the resources allocated for the support service .
- d. The Career Planner will determine the participant's need for support services during the development of the Objective Assessment and Individual Service Strategy.
- e. The Race Planner will refer the participant to the Department of the Family, or other entity available in the system, to determine the availability of services and avoid duplication. You will use the Member Referral Form for this purpose.
- f. Once the Career Planner determines that services are not available, he or she will recommend the appropriate support services, complete the Request for Services, and process them to the authorized official for appropriate action. It will include a copy of the appointment, enrollment and/or class program or other documents that apply according to the activity.
- g. After verification by the authorized official, he shall forward it to . designated official in the Program Area who will determine the availability of funds. After approval by the Program, the application will be submitted to the Finance Office.
- h. The Budget Officer completes the Purchase or Service Order, registers it and sends it to the official who referred it, for the corresponding procedure.
- i. The designated official shall deliver the copy of the Purchase Order or Service to the Career Planner.
- j. The Career Planner will be responsible for:

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- i. Complete the assigned amounts on the appointment (change) sheet.
 - ii. Keep a copy of the participant's payroll in the file.
 - iii. Inform and present evidence of any changes in the participant's schedule and, if necessary, request adjustments, increases, and/or extensions of support services.
 - iv. You will evidence any changes in the file using the Progress Notes form.
- k. The Office of Finance will prepare the corresponding change sheets to amend, update or delete the information on the allocations of funds for support services, according to the information and recommendations subsequently received from the operational area, subject to its approval.

IX. Approval and Validity

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

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



Ángel S Hernández
President of the Local Board of
Labor Development

; Note: The time spent traveling, from the participant's place of activity, to the place of care of the dependent 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" was computed to determine the NRP. The percentage was established considering the available funds and does not exceed the poverty level as established in the regulations. From family groups of four or more, the monthly payment equivalent to a family group of 4 will be assigned.



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AMENDMENT TO THE PROCEDURE FOR AWARDING AND PAYMENT OF SUPPORT SERVICES YOUTH PROGRAM

In order to provide adequate and necessary financial support to the participants of the Youth Program, the Local Board has determined to increase the financial compensation received by them during their participation in the activities. To this end, Section VII, Adjudication Rules, Subsection A, of the Procedure for the Award and Payment of Support Services of the Youth Program is amended in the following terms and conditions:

- A.** Stipend: This service will be offered to participants registered in the elements of the Youth Program, who do not carry salaries and who require salaries to participate in the activity. The stipend is the equivalent of compensation per day attended. In the particular case of youth in school, compensation of **\$20.00** per day per day attended will be offered and youth out of school will be offered compensation of **\$40.00** per day attended. **Those trainings that exceed 5 hours during the day, the following will be taken into consideration:**
- Youth in school may receive up to a maximum of **\$30.00** per day.
 - Out-of-school youth may receive up to a maximum of **\$50.00** per day.

This is subject to the availability of funds. If the participant is absent part of the day or all of the day, the payment will be deducted proportionally. The participant is not an employee of the Mayagüez-Las Marías Local Workforce Development Area, therefore, he/she will not accrue or qualify for fringe benefits, such as: regular vacations, sick leave, exam leave, and job interviews, maternity and paternity leave, funeral leave, birthday leave, leave for judicial purposes or official subpoenas, defendant, interested party, witness or juror, military leave and unemployment insurance. The payment of holidays and those granted by the Governor or the Mayors shall not be authorized.

This amendment will be effective from March 25 of 2021.



JOSÉ A. JUSTINIANO RODRÍGUEZ
Presidente

March 25, 2021 Date