

CONEXION

LABORAL

AREA LOCAL MAYAGÜEZ • LAS MARÍAS

PUBLIC POLICY NO: 20 25-PP-WIOA-003

DATE: April 30, 2025

SUBJECT: Public Policy Granting Accounts Individual Training (ITAS for their acronym in English) Adult Programs, Workers Displaced people y young people out of The School

DIRECTED A: Members Local Board, Director Executive, Manager Single Management Centre, Officials of the Single Labor Management System

PURPOSE: Set up public policy in relation to granting Individual Training Accounts

Provision of Individual Training Accounts (ITAs) for participants in the Adult, Displaced Workers and Out-of-School Youth Programs.

APPLICABILITY: This public policy applies to the System of the American Job Center

Mayaguez - Las Marías Labor Integrated by the municipalities of Mayagüez and Las Marías.

I. LEGAL BASE:

- Section 134(c)(3)(F)(iii) - Workforce Employment and Non-Voiding Act (WIOA);
- 20 CFR Sub-Part C: "Individual Training Accounts" Section 680.300 680.340 of the Workforce Innovation and Opportunity Act (WIOA) Regulations;

- 20 CFR Sub-Parte D: "Eligible Training Providers" Sections 680.400 680.530 of the Workforce Innovation and Opportunity Act (WIOA) Regulations;
- TEGL 19-16 emitted by the Employment program and training adscript to the Federal Work Department on March 1, 2017: Guidance on Services Provided through the Adult and Dislocated Worker Program under WIOA and the Wagner Peyser Act Employment Service (ES), as amended by Title Ill o WIOA, and *for* Implementation of the WIOA Final Rules
- TEGL 21-16 issued by the U.S. Department of Labor's Employment and Training Program on March 2, 2017: Third WIOA. Title I Youth Formula Program Guidance
- TEGL 08-19 issued by the U.S. Department of Labor's Employment and Training Program on January 2, 2020: WIOA, Title I Training Provider Eligibility and State List of Eligible Training Providers (ETP'S) and Programs
- TEGL 21-22 issued by the U.S. Department of Labor's Employment and Training Program on June 9, 2023: Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in WIOA Adult and Dislocated Worker Programs
- Regulations for the Determination of Ongoing Eligibility for Training Service Providers - November 18, 2016

II. DEFINITIONS

1. Adult: Refers to a person over 18 years of age.
2. Local Labor Development Area (ALDL): designation by the Governor of a geographical area, composed of one or more municipalities, within which the development activities of the workforce.
3. CGU: stands for the American Job Center (AJC).

4. **Credential:** The recognition granted to an individual for the attainment of a measurable skill of a technical or vocational nature that is necessary for obtaining a job or working within an occupation. It also consists of a certificate or certification recognized by an industry, a high school diploma or its equivalent, a certificate or for completing an apprenticeship program, a recognized license state or federal level, or an associate or baccalaureate degree.
5. **Individual Training Account** A payment arrangement for training services established with a charity provider or a participant.
6. **Individual Service Strategy:** Individual plan designed specifically for Youth Program participants Used as a basic tool to document case management and as a guide for the delivery of the appropriate combination of services for the youth, including those referred to other programs.
7. **Out-of-School Youth:** A youth who is not in school, as defined by state law, not under the age of 16 or over the age of 24. Presents barriers to entering an educational program or obtaining or maintaining employment.
8. **Local Workforce Development Board:** The Local Board is appointed by the elected official(s) (mayors) in each local area in accordance with the state criteria set forth in Section 107(b) of the WIOA and is certified by the governor every two (2) years, in accordance with WIOA 107(c)(2).1.
9. **State Training Provider List:** An official (statewide) list containing training programs for certified service providers who are eligible to offer them with WIOA funds.
10. **Career Planner:** For the purposes of this policy, it is the official who is in charge.¹ 1 to the needs of the participant, recommends and documents the

¹ 20 CFR 679.310

services that are of certain merit to participate in the activities of the parties, refers to the participants before agencies or entities that offer this type of service. When they are not available: That is, they may be subsidized with Title 1-8 funds.

11. Individual Employment: is an individual career service developed jointly by the Race Planner and the participants. The Individual Employment Plan (PIE) is an ongoing strategy for identifying employment goals, achievement objectives, and the appropriate mix of services for the Adult Program or Displaced Workers participant.
12. Training: One or more courses or classes, or a structural regime, which once completed satisfactorily, leads to the obtaining of a credential, which consists of a certificate or certificate recognized by an industry, a High school diploma or its equivalent, a certificate for completing an apprenticeship program, a state or federally recognized licentiate, or an associate or baccalaureate degree
13. Training Services Provider: An eligible institution or educational entity as set forth in Section 122 of WIOA to receive Title 1-B funds and or to provide its training programs, as authorized, to Adults, Dislocated Workers, and Out-of-School Youth.
14. Sector Industrial u In-Demand Occupation - A industrial sector that has a Impact substantial Current or Potency (including jobs that entail Self-sufficiency1a y growth opportunities) in the Economy Local or regional, as appropriate, y What contributes to growth or stability of Others related business or industry sector; o An occupation that has or plans to have a Number of Positions (including jobs that entail to self-sufficiency y Growth Opportunities (o) in a sector Industrial that have a significant impact on The economy local, state, or regional.

Th
e determinaci6n if a sector industrial u Occupation This is in demand must be carried out by the State Board or the Board Local, according to

appropriate, used state and regional business projections and labor market information.

15. Displaced Worker: A participant chooses under the WIOA Act's Displaced Worker Program in the Local Area Labor Development System for the purpose of receiving Career and/or Training Services.

III. BETWEEN BACKGROUND

Individual Training Accounts (ITA'S) are financial tools that are used to offer training services. The primary purpose of the ITA is to ensure the statutory empowerment of eligible participants in the selection of the training program of their choice. The law provides flexibility to the Local Boards in the management of these in terms of : duration, limit of funds to be allocated to each ITA, as well as exceptions. These restrictions may not be used to set arbitrary limits to exclude providers of eligible training services. ITAs are an economic arrangement established with a training provider on behalf of the participant.

Training providers and their programs will need to meet the implementation standards established by the Local Area and the Oral Lab Development Program (PDL), which means that they will need to demonstrate successful completion in order to maintain their eligibility on the Provider Registry in order to receive WIOA funding.

Training services will be available to employed or unemployed adults and displaced workers who:

- a. After an interview, evaluation and career planning:
 - i. They are unlikely or unable to obtain or retain employment that would lead to economic self-sufficiency or to receive wages comparable to or greater than those they receive through

- the offering of career services.
- ii. In need of training services to obtain or retain a job that will lead them to be economically self-sufficient or to receive salaries comparable to or greater than those received in their previous job.
 - iii. Has the skills and qualifications to successfully participate in training services
 - iv. They select a training program that is directly linked to employment opportunities in the local area or economic region or in another area to which the participant is willing to relocate.
 - v. They are unable to obtain financial assistance from other sources to pay for the cost of training.

IV. PUBLIC POLICY

1. Training services will be offered through Individual Training Accounts (ITA'S) except for:
 - a Training services such as.
 - i. On-the-Job Training (OJT)
 - ii. Training for Migrant Workers
 - iii. Tailor-made training
 - iv. Registered Learning
 - b When there is an insufficient number of eligible training providers in the local area to achieve the purpose of the individual training account system.
 - c. When there is a proven training program offered by a community-based organization or a private organization that serves individuals with barriers to employment.
 - d When it is more appropriate to award a contract to an institution of higher education or other eligible training provider to facilitate the training of multiple individuals in

occupations or Sectors in Demand this contract shall not limit the power of attorney of selection of the participant.

- e. When it is a " pay for performance" contract.
2. The element of Development of Vocational Skills, corresponding to the Youth Program will be offered through the ITA'S modality. Out-of-school youth, ages 16 to 24, are eligible.
3. Through the Single Management System, adults, posted workers and young people outside the school will have access to the State List of Elective Training Providers, as well as to available training programs.others, information related to costs and compliance.
4. Adults, displaced workers, and out-of-school youth select the training provider from *the State List of Training Providers*, in consultation with the Career Planner (Case Manager).
5. The duration of an ITA shall not exceed a period of twenty-four (24) months, unless the Individual Service Strategy or the Individual Employment Plan so provides. The final approval of this extended service, prior to the commencement of the service, is the responsibility of the Executive Director of the ALDL. The latter reserves the right to request information in addition to that provided in the Service Strategy or the Individual Employment Plan and to interview the Career Planner and the participant.
6. The cost of an ITA will not exceed \$10,000.00 (WIOA contribution) per participant. It is also established that in particular cases in which the cost is greater than the established limit, the final approval of the service corresponds to the Executive Committee attached to the Local Board. The latter reserves the right to request additional information to that provided in the Service Strategy or the Individual Employment Plan and interview the

Career planner and the participation. In addition, all possibilities of combining funds with PELL Grants or **other** available aid must have been exhausted.

7. If a student has completed two years leading to the completion of a baccalaureate, an ITA may be awarded to complete the last two (2) years of study. The Career Planner will consider the factors that did not allow you to complete the grade as part of the evaluation process. The participant must submit a transcript of credits and certificate of no debt for studies whose periods have not been subsidized by the WIOA Act. The progress report or credit transcript will be decisive in the approval of the ITA (in terms of satisfactory progress and total approved credits), in addition to the availability of funds.
8. . Any participant who is in default or is in default with the federal government due to debt, may be considered to cover their studies as long as they meet the requirements established for high school in the previous paragraph. You will need to provide evidence that the Pell Grant was denied and the ability to receive alternative aid.
9. The combination of funds with any obligated partner, or other assistance (such as federal grants, legislative and institutional grants), must be evidenced to avoid double payment for the same services through the ITA.
10. If a participant selects a Service Provider from another location in Puerto Rico, it must be a training that is in demand at the MayagOez-Las Marías Local Workforce Development Area or at the Local Area where it will be re-enrolled.
11. In addition to the training costs (tuition, books, work tools and materials, among others) the participants will be provided with Support Services and/or Payment Related or Need according to their

needs, available funds and the participation or help that is obtained from other programs or Partners of the System.

12. If training services are offered with Adult Program funds, priorities are met, as set forth in Section 134(c)(3)(E) of the WIOA Act.

V. WITH TREATMENT:

Contracts will be worked in faithful compliance with Law No. 18 of October 30, 1975, as amended, Regulation 33: Registration of Contracts of the Office of the Comptroller of the Commonwealth of PR, Circular Letter OC-21-11 of May 12, 2021 issued by the Comptroller of PR and any other applicable legislation.

VI. CL AUSUL A DE SEPA RA BILID AD:

If any provision of this public policy were to be challenged by the Court and declared in constitutive or null and void, such a decision shall not affect, impair or invalidate the remaining provisions of this public policy, but its effect shall be limited to the provision of the public policy.or typically. The nullity or invalidity of any type shall not affect or prejudice in any way its application or validity in any other case, except when it is specified and expressly invalidated in all cases.

VII. COMPLIANCE:

Compliance with the provisions and requirements established in this public policy will be evaluated by the Monitor attached to the Local Board as part of its functions, as well as by the Monitoring Division of the DDEC as part of the systematic evaluation they carry out annually of the operations of the ALDL.

VIII. PRA. FAIR TACTICS AND ACCESSIBILITY:

All persons shall have equal opportunities and access to physical services and facilities without regard to race, religion, color, sex, age, national origin or sexual orientation, ancestry, marital status, parental status, sexual orientation, disability, or veteran status. Staff members will be responsible for ensuring the necessary support for participants with disabilities who need assistance in accessing CGU/AJC facilities and services.

IX. ACTION REQUIRED

The Executive Director of the Local Board will be responsible for disseminating this public policy, as well as training the Officials of the Single Labor Management System in relation to it. In addition, they must answer all those queries or requests for information related to it. The Executive Director of the Local Board shall be responsible for sending a copy to the Evaluation Specialist of the Office of Labor Connection Planning, Evaluation, Validation, and Statistics, no later than sixty (60) days after the date of the approved. The Executive Director is delegated to review the procedure to be followed for the granting of ITA'S, no later than thirty (30) days after the approval of this public policy. It shall be sent to the Executive Committee for approval.

\

X. VALIDITY

This policy public was approved by the Mayaguez - Las Marías Local Board in a meeting held on April 30, 2025. It will come into force on April 30, 2025, and will be in force until it is amended or repealed by the Local Board. Leaves without effect the public policy: Policy for the Granting of Individual Training Accounts (IT A's), approved on October 27, 2016.

For the record, I sign this public policy in Mayagüez, Puerto Rico on the 30th day of the month of April 2025.



Jose A. Justiniano Rodriguez
Presidente Junta Local