

CONEXION LABORAL

AREA LOCAL MAYAGUEZ - LAS MARIAS

PUBLIC POLICY NO: 2025-PP-WIOA-005

DATE: April 30, 2025

ASUN TO: Public Policy for the Provision of Educational Activities to of Participants of the Adult and Displaced Workers Programs de under the Law Workforce innovation Opportunity (WIOA)

AIMED AT: Local Board Members. Direct ora Executive, Center Manager of Gest16n Unica, Officials of the Single Labor Management System

PURPOSE: Establish public policy in relation to the provision of Training activities for participants in the Displaced Worker and Adult Programs under the Workforce Innovation and Opportunity Act (WIOA).

APPLYABILITY: This Public Policy Applies to the Single Management Center System Mayagüez - Las Marías Labor Farm made up of the municipalities of Mayagüez and Las Marías.

I. LEGAL BASE:

Workforce Innovation and Opportunity Act (WIOA), (Public Law 113-128)

Section 134(c)(3) - Workforce Innovation and Opportunity Act (WIOA);

20 CFR Part 680 Sections 680.200, 680.210, 680.220, 680.230 of the Workforce Innovation and Opportunity Act (WIOA) regulation;

Puerto Rico Unified State Plan 2024 or subsequent

20 CFR 680.600; 20 CFR 680.61; 20 CFR 680.650; 20 CFR 682.200

2 CFR 200 - ("Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards"), según enmendada el 22 de abril de 2024

TEGL 19-16 - Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rule

TEGL 8-19: Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs

WIOA - PP- 04-22 - Requirements for Job-Based Training (WBT) Activities under the Workforce Innovation and Opportunity Act (WIOA) - October 2, 2024 Amendment 2

II. DEFINITION IS:

The following definitions are part of this policy:

1. Customized Training: Classroom-style training, designed and developed to meet the particular needs of an employer or group of employers with the commitment to employ those individuals who satisfactorily complement the training.
2. On-the-Job Training (OJT): Structured training provided by an employer, from the public or private sector, for profit or not, to a participant who earns wages while performing productive labor in a job that:

- a. It provides essential knowledge and/or skills for a full and adequate performance of the job;
- b. Reimburses the employer up to 50 percent of the wages of participant (in circumstances limited to 75%) for the extraordinary costs of providing additional training and supervision related to the OJT;
- c. It is limited in duration as appropriate for the occupation in which the participant is being trained, taking into consideration the skills required for the occupation, the content of the training, the participant's level of academic and occupational skills, previous work experience, and the participant's service strategy, as applicable.

The employer reimbursement rate may change in the event of a waiver that is approved by the Department of Agriculture. Federal Labor.

This activity under the model of a Registered Apprenticeship Program is known as On the Job Learning (OJL. However, regardless of program, for the purposes of this public policy we will use the acronym OJT when referring to the activity of On-the-Job Training).

3. Training for Migrant Workers: Training designed to meet the special requirements of an employer or group of employers to retain a skilled workforce. This training is intended to provide new skills and knowledge to existing employees in order to increase their competitiveness and business productivity. Training is conducted with the employer's commitment to withhold or avoid the dismissals of trained incumbent workers.
4. Registered Apprenticeship (RA): A structured training model leading to a credential that provides a combination of Apprenticeship on the Job (OJL) with hours of related instruction and a salary increase during or upon completion of the

¹ It should be noted that the definition of an incumbent worker is one who has been a regular employee for six (6) months or more with the same employer.

¹ Also known as On-the-Job Training.

training. The OJT is conducted under the mentorship of an experienced journeyworker. In most Registered Apprenticeship programs, the worker generates income from the first day of training.

The related instructional hours are the theoretical part of the program with classroom-type trainings, which can be conducted earlier or during on-the-job training. Graduates of Registered learning receive nationally recognized portable credentials, and can be applied to further postsecondary education.

5. Local Workforce Development Area (ALDL): designation by the Governor to a geographic area, composed of one or more municipalities, within which workforce development activities take place.
6. CGU: refers to the acronym for the American Job Center (AJC).
7. Individual Service Strategy (ISS): The individual plan designed specifically for Youth Program participants. The Individual Service Strategy is used as a basic tool for documenting case management and as a guide for providing the right mix of services for the youth, including those referred to other programs.
8. individuals with Barriers to Employment: An individual belonging to one or more of the following populations:
 - a. Displaced housewives:
 - b. Low-income individuals:
 - c. others, as defined in section 166 of the WIOA:
 - d. individuals with disabilities (including youth);
 - e. aged individuals;
 - f. former offenders;
 - g. homeless, as defined in section 41403-c(6) of the Violence Against Women Act of 1994 (42 U.S.C. 140 43e-2(6)); or young people

wandering children. as defined in section 725(2) of the Mckinney Act
- Ambulant Assistance Vento (42 U.S.C. 11434a(2));

- h. Young people who are in -o- have passed the age to be in foster care:
 - i. individuals who are English language learners, individuals who have low levels of literacy, and individuals who face substantive cultural barriers:
 - j. eligible seasonal and migrant farmers, as defined in WIOA section 16n 167(i);
 - k. within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.);
 - I. Pregnant unmarried women. including single parents:
 - m. long-term unemployed individuals; y
 - n. other groups that the governor determines have barriers to employment.
9. State Workforce Development Board - Pursuant to Section 101 of WIOA Cd) (1), the State Board shall assist the Governor in developing, implementing, and modifying the strategic plan that outlines strategies for the state's workforce development system and additional functions set forth in the law. This is appointed by the governor and directed by representatives of! private sector, which make up the majority of the board members. In addition, membership includes representatives from labor organizations, state agencies responsible for postsecondary education, vocational and technical education, workforce development, economic development, and community organizations.
10. Local Workforce Development Board (JL DL): 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).3.

11. Individual Employment Plan: is an individualized career service developed jointly by the Career Planner and the participant. The Individual Employment Plan (PIE) is an ongoing strategy for identifying employment goals, achievement objectives, and the appropriate mix of services for the Adult or Displaced Worker Program participant.
12. Career Planning: is the participant-centered delivery of services designed to:
 - a. Prepare and coordinate comprehensive employment plans for participants such as service strategies, to ensure access to workforce development activities and support services needed. To the extent possible, computer technology; and
 - b. Provide employment, education, and career counseling, as appropriate, during participation in the program and after being placed in employment.
13. Industrial sector or occupation in demand:
 - a. An industry sector that has a substantial actual or potential impact (including jobs that lead to self-sufficiency and opportunity for growth) on the local, state, or regional economy, as appropriate, and that contributes to the growth or stability of other related businesses or industry sectors: or
 - b. An occupation that has or is projected to have a number of positions (including jobs that lead to self-sufficiency and growth opportunities) in an industry sector that has a significant impact
in the local, state or regional economy. Determination of whether a sector is in demand shall be made by the State Board or Local Board, as appropriate, using state and regional business projections and labor market information.
14. Application for Training and Apprenticeship Funds: Document(s) to be completed by the employer at the time of applying for WIOA funds for Job-Based Training Activities: Apprenticeship, On-the-Job Training, and Worker Training

Incumbentes. The Application establishes the requirements that the employer must meet to be eligible, the necessary documents for the evaluation of the application and the subsequent delegation of funds contract, if the application is approved.

15. "Specific Vocational Preparation" (SVP): is the amount of time required for an employee to learn techniques, acquire information, and develop the agility necessary for the average execution in a specific position. Training can be acquired in a school, work, military, institutional or vocational environment. Orientation time required or for a qualified employee to become accustomed to the special conditions of a new job is not included in the SVP. The following table contains an explanation of the different levels of the SVP;

Level	Time
1	I Short demos only
2	I Anything beyond a short demonstration up to a month. including I
4	I More than three months to six months. inclusive
5	I More than six months to one year, inclusive I
6	J More than one year up to and including two years
7	I But from the years until four years, including
8	I More than four years up to and including ten years
9	I More than ten years I

16. Career Pathway: Career pathway approaches to workforce development offer articulated pathways of education and training between occupations in an industry sector, combined with support services, to enable individuals to move in and out of various industries.

levels and to advance over time to higher skills, recognized credentials, and higher-paying jobs. Each step in a career path is explicitly designed to prepare individuals to progress to the next level of employment and/or education. Career pathway strategies target jobs in industries of importance to local and regional economies and build strong relationships with employers.

III. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) authorizes a number of training options as listed in Section 134(c)(3)(D) of the WIOA Act. It is not an inclusive list and other training can be provided:

- a) Training in Occupational Skills, including Training in Non-Traditional Jobs;
- b) Work-based training (WBT) that can be used, as appropriate, to help job seekers re-enter or advance in the workforce. Generally, job-based training involves a commitment by an employer or employers to employ participants full-time after successful completion of the program. These are:
 - a. On-the-job training (OJT);
 - b. Customized Training;
 - c. Training for incumbent workers ("Incumbent");
 - d. Registered Apprenticeship **(RA)**;
- c) Programs that combine on-the-job training with related instruction;
- d) Training programs operated by the Private Sector;
- e) Increase in Skills and Readiness;

- f) Training in Empresa Inicial;
- g) Job Readiness Training in combination with other WIOA programs;
- h) Adult Education and Literacy Activities provided concurrently or in combination with the above training services .

IV. PUBLIC POLICY

A Training services shall be available for employed or unemployed adults and posted workers who:

- a. After an interview, evaluation and career planning:
 - i. It is unlikely or that they will not be able to obtain or retain employment that would lead them to be economically self-sufficient or to receive wages comparable to or greater than those they received through the offer of career services.
 - ii. In need of additional services to obtain or retain employment that will lead them to be economically self-sufficient or to receive salaries comparable to or greater than those they received in their previous employment; y
 - iii. They have the skills and qualifications to participate successfully in training services.
- b. 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.
- c. They have not been able to obtain financial assistance from other sources to pay for the cost of training.

- d. If training services are offered with Adult Program funds, it will be prioritized as set forth in Section 134(c)(3) of the WIOA Act.
- B. The participant's file shall record the determination of the need for training. after an interview, evaluation and career planning or any other method by which information can be obtained to determine eligibility for service.
- C. The provision of career services is not a requirement for the provision of the training service. If the same are not provided, the circumstances justifying such a determination shall be documented.
- D. There is no minimum time limit for participating in career services, prior to receiving training services.
- E. The grant for training with WIOA funds is limited to:
 - a. Participants who are unable to obtain assistance from other sources to pay the cost of adle stration;
 - b. If they are available for other funds or programmes, WIOA funds may be supplementary to the other sources of resources.
- F. Training services will be offered by eligible training providers. The Participant shall select the service providers from the Authorized Registers. for those purposes.
- G. Tuition services will be offered through Individual Income Accounts (ITA'S) with the exception of:
 - a. Ad 1e Employment-based stram: On-the-job training ("OJT"); Customized Training; Worker Training is incumbents ("Incumb entes") and the Registered Apprenticeship (RA);

- b. When there is an insufficient number of eligible training providers in the local area to achieve the purpose of the Individual Income Accounts system. An exception may be made if.
 - c. 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 students. It helps individuals in occupations or sectors in demand. This contract shall not limit the power of selection of participant.
 - e. When it is a contract in which you pay for performance.
- H. A participant may enroll in an academic program when his or her PELL Grant application is pending approval. If the scholarship is approved and payments have been made with WIOA funds. that are part of the PELL Grant, the provider of the training services will reimburse, to the Fiscal Agent, the portion that the PELL Grant covers.

V. CONTRACTING

Contracts shall be worked out 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 Associated Free State of PR, Circular Letter OC-21-11 of May 12, 2021 issued by the Comptroller of PR and any other applicable legislation.

VI. CLAUSE OF SEPARABILITY:

If any provision of this public policy is challenged by the Court and declared unconstitutional or null and void, then! decision shall not affect, impair or invalidate the rest of this public policy, but its effect shall be limited to the provision or type specifically indicated. The nullity or invalidity of any provision or type. shall not affect or impair in any way its application or validity in any other case, except when it is specifically and expressly invalidated in all cases.

VII. COMPLIANCE

Compliance with the provisions and requirements of this public policy will be evaluated by the Monitor attached to the Local Board as part of its functions, as well as by the DDEC Monetary Division as part of the evaluation systems that are made annually in relation to the operation of the ALDL.

VIII. FAIR PRACTICES AND ACCESSIBILITY

All persons shall have the same identity and equal access to physical services and facilities without regard to race, religion, colour, sex, age, national origin or descent, marital status, status, etc. the sexual orientation, the disability and the condition of the veteran. Officials will be responsible for ensuring the necessary support for disabled participants who need assistance in accessing CGU/AJC facilities and services.

IX. REQUIRED ACTION

The Executive Director of the Local Board will be responsible for this public policy, as well as to train the Officials of the Single Laboratory Management System in relation to this public policy. In addition, they must answer all queries or requests in form related to the same. The Executive Directorate of the Local Board will be responsible for sending a copy to the Evaluation Specialist of the Office of Planning, Evaluation, Validation and Statistics of the Labor Connection Program. Not later than sixty (60) days after the date of the Constitution.

X. INTERPRETATION

The words and phrases in this policy shall be interpreted according to the content and meaning endorsed in common and current usage, unless a specific definition has been given. The words used in the present also include the future; those used in the masculine general include the feminine and neuter, except in cases where the interpretation is absurd: the singular number includes the plural and the plural includes the singular, provided that the interpretation does not contravene the purpose of the provision. The terms of time, in days, set forth in this policy refer to calendar days

XI. VALIDITY:

This public policy was approved by the Mayagüez - 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. Annuls the public policy Provision of Training Services approved on October 27, 2016

For the record, I sign this public policy in Mayagüez z, Puerto Rico to the 30 days of the month of April 2025.



José A. Justiniano Rodríguez
Presidente Junta Local