

C NEXIÓN

LABORAL

ÁREA LOCAL MAYAGÜEZ - LAS MARÍAS

PUBLIC POLICY NO: 20 25-PP-WIOA-007

- DATE:** May 1, 2025
- SUBJECT:** Public Policy for Determining Eligibility of Displaced Adult and Worker Program Participants
- AIMED AT:** Local Board Members, Executive Director, Center Manager of Unified Administration, officials of the Single Labor Management System
- PURPOSE:** Establish public policy in relation to the Determination Eligibility of Participants of the Adult and Displaced Workers Program.
- APPLICABILITY:** This public policy applies to the Single Management 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, July 22, 2014), sections 3 (2), 3 (15) 3 (16)
- Sections 680.100, 680.120, 680.130, 680.630, 680.640, and 680.650 of the Workforce Innovation and Opportunity Act (WIOA) rulemaking.
- "TEGL No. 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 Rules" (March 1, 20 17) .

- TEGL No. 16-16, "One-Stop Operations Guidance for the American Job Center Network" (January 18, 2017).
- TEGL No. 10-09: "Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)" (November 10, 2009)
- TEGL No. 23-19 Cambios 1 y 2: " Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs" October 5, 2022 & May 12, 2023
- Public Policy WIOA-PP-02-23: WIOA Act Title I Adult Program Services Priority - August 17, 2023
- Public Policy WIOA-PP-02-2024: Defining Terms for Displaced Worker Eligibility Under the WIOA Act - June 6, 2024
- Public Policy WIOA-PP-01-2025: Self-Statement - February 26, 2025

II. DEFINITIONS

1. Adult: The term adult refers to a person over the age of 18.
2. Local Labor Development Area (ALDL): designation by the governor of a geographical area, composed of one or more municipalities, within which labor development activities are offered.
3. Self-Declaration: means a written or electronic statement of information for a particular data element, signed and dated by the participant. As part of the certification they will describe the matter being certified. This approach not only simplifies the application process, but promotes inclusion and accessibility for vulnerable populations with significant barriers to employment. U.S. Department of Labor Stresses Importance of Collecting Supporting Documentation to Protect Recipients of Grant Grants
Impermissible costs or findings of non-compliance.
4. Public Assistance Recipient: A person who receives cash payments from the federal government. state or local for which the

Eligibility is determined by a needs or income assessment.

5. Eligible Spouse: Means the spouse of:
 - A veteran or died from a service-connected disability;
 - A member of the armed forces on active duty who, at the time of the determination of priority, is in one or more of the following categories and has remained so for a total of more than 90 days:
 1. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly arrested or interned in the line of duty by a foreign government or power
 - A veteran who has been evaluated by the Department of Veterans Affairs as having a total disability resulting from service; or
 - A veteran who has died while a disability exists.
6. Individuals with barriers to employment means a member of one or more of the following populations:
 - a. Born from displaced house.
 - b. Ind IV low-income IDs.
 - c. Alaska Native, Alaska Native, and Hawaii Native, as described in the -- define these terms in section 166 of WIOA.
 - d. People with acid deficiency, including young people who are people with disabilities.
 - e. Aged individuals.
 - f. Former offenders.
 - g. Homeless persons (as defined in Article 414 0 3(6) of the Law of Violence against the Women of 1994 (42 U.S.C. 14043e-2(6)); or Children and young people experiencing homelessness (as defined by

section 752(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143 4(a)(2)).

- h. Youth who are or are over foster age.
 - i. People who are English language learners, people who have a low level of literacy, and people who face substantial cultural barriers.
 - j. Eligible migrant and seasonal agricultural workers, as defined in section 167(i) of WIOA.
 - k. Persons who have not exhausted their lifetime entitlement under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.).
 - l. Single parents (including pregnant single women). -
 - m. Long-term unemployed people.
 - n. Other groups that the governor determine have barriers to employment.
7. Low-income individual: In general, the term "low-income individual" means a person who:
- a. receives, or in the past 6 months has received, or is a member of a family that is receiving or in the last 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the block grant program to States for temporary assistance for needy families under Part A Title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under Title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or state or local income-based public assistance;
 - b. You belong to a family whose total income does not exceed the higher of the following:

- (1) the poverty line: or
 - 2) 70 percent of the Lower Living Standard Income (LLSI);
 - c. is homeless (as defined in section 41403(6) of the Violence Against Women Act 1994 (42 U.S.C. 14043e-2(6)), or is a homeless child or youth (as described below).
defines in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 through (2));
 - d. receives or is entitled to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
 - e. is a child in foster care or foster care on whose behalf payments are made by the state or local government; or
 - f. is a person with a disability whose own income meets the income requirement of clause (b). but that he is a member of a family whose income does not meet this requirement.
8. Individual Deficient in Basic Skills: The term "deficient in basic skills" refers to an individual who:
 - a. is a young person and has reading, writing or writing skills in English or Computing at or below the eighth-grade level on a generally accepted standardized test; or
 - b. is a youth or adult and cannot calculate or solve problems, or read, write, or speak English at a level necessary to function at work, in their family or in society⁸.
9. Homeless person: Any person included under the definition of the terms "homeless", "homeless individual" and "homeless person" means:
 - a. An individual or family who lacks a fixed, regular, and adequate night-time residence;

- b. An individual or family whose primary nighttime residence is a public or private place not normally designed or used as sleeping accommodations for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- c. An individual or family living in a supervised shelter, public or private, designated to provide temporary housing (including congregate shelters, transitional housing, and hotels and motels paid for by charities or by federal, state, or local government programs for people with low incomes);
- d. An individual who leaves an institution where he or she temporarily resided and who resided in an emergency shelter or place not intended for human habitation immediately prior to entering that institution;
- e. An individual or family who:
 - 1) You will imminently lose your home, including the home you own, rent, or live in without paying rent. that he shares with p e r s o n a s and I as hab it aci on is in hot eles or motels that are not paid for by federal government programs, state or local for people with low incomes or by charities, as evidenced:
 - 1. a court order resulting from an eviction action notifying the individual or family that they must leave within 14 days;

11. that the individual and

iii. credible evidence indicating that the owner or tenant of the dwelling will not allow the individual or family to remain there for more than 14 days, and any oral statement by an individual or family requesting homeless assistance resulting in a decrease in the number of persons in the homelessness shall be considered credible evidence for the purposes of this clause;

2) No other residence has been identified; y

3) Lacks the resources or support networks necessary to obtain other permanent housing;

f. Unaccompanied youth and homeless families with children and youth defined as homeless under other federal eyes who:

1) have experienced an extended period of not living independently in permanent housing:

2) have experienced a period of persistent instability as measured by frequent work during that period; y

3) They can be expected to remain in that situation for a long period of time due to chronic disabilities, chronic physical or mental health conditions, substance addiction, history of domestic violence or child abuse, presence of a disabled child or youth, or multiple barriers to employment.

9. Displaced Worker Program: The Displaced Worker Program is one of the six (6) major programs under the WIOA Act and is designed to help workers return to work as soon as possible and overcome obstacles to employment.

10. Level below the income of the standard of living: the level of income (a just ad o according to regional differences, metropolitan politanas and

family size) determined annually by the U.S. Secretary of Labor on the basis of the lowest recent standard of living.

11. Below-standard income level: The level of income (adjusted for regional, metropolitan, and familia-sized differences) determined annually by the U.S. Secretary of Labor on the basis of the lowest recent standard of living.
12. Unemployment Insurance: A state-federal program that offers cash benefits to eligible workers. Unemployment compensation provides a temporary weekly income to eligible workers who are unemployed through no fault of their own and who are available for work.
13. Posted Worker: An individual who:
 - A. Category I
 - a. Has been dismissed or displaced or has received a notice of dismissal or termination of employment, including separation from active military service (does not apply to dishonorable discharge), and
 - b. You are eligible for or have exhausted your rights to unemployment compensation; or
 - c. You have worked for a sufficient period of time. It is Any work performed in any occupation where the employee has worked for two full pay periods or one month, whichever is less, to demonstrate to the appropriate entity at a Single-American Job Center a link to the workforce, but is not eligible for unemployment compensation because of insufficient income or because of having performed services for an employer who was not covered by the Labor Force. under the state unemployment compensation law; y
 - d. It is unlikely that you will return to a previous industry or occupation.

B. Category 2 - Displaced by Mass Layoff or Closure

- a. You have been laid off or displaced, or have received notice of dismissal or displacement, from employment due to any permanent lockout, or any temporary layoff in a factory, enterprise, or military installation.
- b. Is employed in a facility where the employer has made a general announcement that the facility would close within the next one hundred and eighty (180) calendar days; Q
- c. For purposes of determining eligibility for services, other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii). or support services, is employed at a facility where the employer has made a general announcement that the facility will close.

C. Category 3 - Self-Employed

- a. Was self-employed (including employment as a farmer, farmer, or fisherman) but is unemployed as a result of the general economic conditions of the community in which the person resides or because of natural disasters, a national public health emergency, or other unforeseen events.

D. Category 4 - Displaced Domestic Worker

- a. Is a person who has been offering unpaid services to family members in the home and who has been:
 - i. Depending on the income of another family member, but no longer supported by this income, or
 - ii. Is the dependent spouse of a member of the Armed Forces on active duty and whose household income has been significantly reduced due to military deployment, call-up or order of active duty, a permanent change of military base, or the member's death or service-connected disability, and are unemployed or underemployed and are having difficulties in obtaining or improving employment

E. Category 5 - Posted Worker C6nyuge of a member of the Armed Forces

- a. Is the spouse of a member of the armed forces on active duty and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in such member's service station, or
- b. He is the spouse of a member of the armed forces in active duty and meets the criteria required by WIOA.

F. Additional Posted Worker Designations

- a. Individuals displaced by foreign trade
- b. individuals displaced for a long term

14. V et eran o: A veteran is a person who has served at least one day of active duty in military, naval, or air service, and who has been discharged or released from such service on a non-dishonorable discharge.

III. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) is aimed at giving individuals access to the employment opportunities, education, training, and support services they need to succeed in the labor market. Adults and displaced workers in the management system may receive the following services:

- Career Services
 - or Basics
 - o Individualized
 - o Follow-up
- Training Services

Customers who receive basic services and are not ready for employment will be determined for eligibility and referred to the appropriate partner. After they are determined eligible for the Adult or Displaced Worker Programs, they will be registered as participants, in the information management system "Participant Record Information System (PRIS) Eligibility remains unchanged during your participation period, including follow-up services.

The Law and the Integrated Regulations refer to the eligibility criteria for the Adult and Working Programs. In connection with the Displaced Workers program, the State Labor Development Board issued a public policy to expand or redefine the eligibility requirements of the Displaced Workers Program. Although eligibility for the TD program is based on the definition established by WIOA. States have flexibility in their application. The U.S. Department of Labor's (USDOL) Employment and Training Administration (ETA) urges states and Local Workforce Development Boards (DLLs) to revamp their policies to ensure that individuals who may be eligible under the Dislocated Worker Program receive necessary services, as long as they are in compliance with WIOA and its regulations. With this, the Local Board will adopt the public policy issued by the State Board and become part of this public policy.

IV. PUBLIC POLICY

In this policy we are considering the general and specific requirements in what concerns Adult and Displaced Worker Programmes.

A. SELF-DECLARATION

Some of the eligibility criteria can be certified by using a self-declaration. This should be used as a last resort and should not replace the collection of documentation when available through other sources. Career Planners should assist clients in obtaining necessary documents as a lack of proper documentation could cause barriers to employment or professional development.

Career Planners' case notes should detail the reasons justifying the use of self-declaration. As part of this public policy, it is established that the Executive Director will be responsible for designing an authorization form when it is necessary to use this method to document the information of the previous particip. This form should include, as minimum or, the following element:

Applicant's full name

Clear and detailed assessment on the documented matters, Signature
of the applicant

Date of signing

The Race Planner signature as a test or self-clarification

All forms must be completed electronically/digitally or written with ink. The use of liquid concealers is prohibited. Errors must be corrected by drawing a line over the incorrect type, initializing it, and adding the correct information.

By signing this form, the applicant certifies under penalty of perjury that the statements are true, true and true. Likewise, it is warned that any misrepresentation or incomplete or false information to which the ALDL becomes aware after the applicant signs the self-declaration form may result in the immediate termination of the services and/or in applicable legal sanctions.

B. GENERAL ELIGIBILITY REQUIREMENTS FOR ADULTS AND DISPLACED WORKERS

1. Proof of Citizenship, Immigration Status, or Work Permit

To be eligible for WIOA services and activities, an individual must be a U.S. citizen or authorized to work in the U.S. under any of the above.

This is in accordance with section 188(a)(5) of the WIOA, which prohibits discrimination against certain individuals who are not citizens. It is understood that the participation and

services to programs and activities under WIOA must be made available to U.S. citizens and naturalized nationals, legally admitted immigrants and permanent residents, refugees, asylees and parolees, and other immigrants authorized to work by the Attorney General of the United States.

Required Evidence in the Record (one of these)

- Copy of Birth/Baptismal Certificate
- Certificate of Naturalization
- Passport
- Valid Residence Card, Work Permit issued by the Attorney General of the United States.

2. Register in the Selective Service

Males must register with the selective service of the United States Army within thirty (30) days following his eighteenth (18th) birthday. The selective service will accept late registrations, but will not accept them, once the man has reached the age of twenty-six (26). Applies to males born after December 31, 1959.

Required Evidence in the Record (one of these)

- Letter or Selective Service Card "acknowledgment letter" (SSS 3A/ June 17),
- DD-214: "Certificate of Release or Discharge"
- Verificación telefónica
- Verificación electrónica
- Federal Post Register Receipt

On the alternative, with the client's permission, the Career Planner will be able to access The HT [TPS:LJ_page www.sss.gov /view ify/](https://www.sss.gov/view/ify/) to verify the registration status.

Note: Only those who present evidence of the following conditions will be excluded from this requirement:

- Having been confined in an institution. mental or correctional de forma continua between 18 and 26 years old. If discharged or released, prior to turning 26 years old, the client must register within 30 days following that event.
- Foreigners who have arrived in the United States and their terms after having passed the age of registration.

C. SPECIFIC REQUIREMENTS - ADULT PROGRAM Age: Be

18 years of age or older

Evidence Required on File (one of these)

- Copia del Certificado de Nacimiento o/ Fe de Bautismo
- Licencia de Conducir, vigente
- Tarjeta de Identificación Federal, Estatal o Local
- Pasaporte
- DD -214
- Tarjeta de Residencia
- File Public Assistance Program, Justice, Education or others in the address gubernamental such
- Self-declaration

Section 134 (c) (3) (E) and the Public Policy of the State Board: WIOA-PP-02-23 ab lect that in respect of the services of individualized carriage and training services, aimed at adults, Subsidies with funds from the TFTA will be given priority to the following:

Priority 1: Veterans and their spouses who are well in public assistance, low incomes or who are deficient in basic skills.

Priority 2: individuals who are beneficiaries of public assistance, other individuals who are income earners, or individuals who are deficient in basic skills.

Priority 3: Veterans and their eligible spouses not included in WIOA priority groups

Priority 4: Populations that are assigned priority by the Governor or by the Local Labor Development Board

Priority 5: Those individuals who are not included in WIOA's priority groups for the Adult Program.

With respect to Priority 4 in the Services Priority public policy approved by the Local Board, the following individuals with barriers to employment will be considered as priority populations for individualized training and career services, if they do not fall within one (1) of the populations required by WIOA:

1. People with disabilities;
2. individuals with criminal records; y
3. Single Mothers and Fathers

(DOLETA) provides that providing services to these individuals means ensuring that at least 75% of participants in a State who receive individualized career and administrative services under the Adult Program belong to at least one of the priority groups: public assistance recipients, low-income, or with basic skills impairments (priority 1 and 2). The other priontarian groups are not included in the calculation of 75%.

The priority of! Service should be evaluated at the time of eligibility determination, and participants should be informed if they will receive priority. This

s e h a r a c o n s t a r e n e I e x p e d i e n t e d e I p a r t i c i p a n t e . S l , d u r i n g t h e

In order to ensure that in the event of a participant's status, the Career Planner/Case Manager becomes aware of changes in an individual's situation in relation to his or her priority status, the Planner must make the necessary adjustments to assert the appropriate priority. For example. If a person who did not have low income when they entered the program becomes so during their participation, they will begin to receive a higher priority as soon as the career planner/case manager becomes aware of the change. In relation to individuals with deficiency in basic destroys, it will be verified by administering tests that measure the latter. The results of the tests administered shall be included in the participant's file.

To assess basic skills, valid assessment instruments appropriate to the target population will be used and the corresponding annotations will be made in the participant's file.

In the particular case of adults, after determining eligibility, the income will be evaluated to determine priority. One of these may be used:

- Certification of Public Assistance, PAN, Economic Assistance or other
- Certification Entries/ Sponsor No
- Alimony Certification
- Unemployment Insurance Program Certification
- Social Security Certification
- Pay Stub
- Copy of the Quarterly Payroll (self-employed)
- Applicant's Certification (self-declaration)
- Pension Certification

**D. REQUIREMENTS SPECIFIC PROGRAM OF WORKERS
DISPLACED PERSONS**

In addition to meeting the general eligibility requirements, for purposes of the Displaced Work Program, clients' eligibility will be determined based on the following categories:

1. Category 1 - Posted Worker

Has been dismissed or displaced, or has received notice of dismissal or termination of employment, including separation from active military service (unless dishonorably discharged); and

Evidence required in the file: One of

these:

- Letter of notification of dismissal in the name of the worker indicating the date of separation or termination. it includes electronic correspondence;
- Included in List A provided by Rapid Response

- Self-declaration

He is elected to or has exhausted his rights to unemployment compensation; o Evidence required in the file:

To document the eligibility of unemployment insurance in a client/participant's file, the Career Plan must include a document showing the specific benefit amounts with a reference to the participant's name or other identifying information, such as an "eligibility determination letter" and/or a printed copy of the payment history.

A person does not need to receive benefits to be considered eligible. Those who have exhausted unemployment insurance benefits have already proven to be eligible for this benefit and are included in this definition.

Has worked for a period of time sufficient to demonstrate, to the appropriate entity at an American Job Center listed in WIOA Section 72(e), a link to the workforce, but is not eligible for unemployment compensation due to insufficient income or for having performed services for an employer who was not covered by a state unemployment law on employment; and

Sufficient period is interpreted as any work performed in any occupation where the employee has worked for two full pay periods or one month, whichever is less.

Evidence required in the file: One of these:

- Unemployment Insurance Records documenting employment status
- W2 or pay stub for those who do not have an Unemployment Registry.
- Certificaci6n of the Patron(s)
- Income Tax Form

- Car from Eclar AC6 N

You are unlikely to return to your previous industry or occupation

A person who has been unemployed since his or her layoff/layoff or is underemployed due to various reasons, such as lack of employment opportunities in that industry or occupation, decreased employment opportunities, or unsuccessful job search, is considered "unlikely to return to a previous industry or occupation." For example:

- Oversupply of Behind: When there are more people with the same Jobs as the applicant in the labor area; or
- Obsolitary Skills: If the applicant can no longer meet the minimum job requirements available in his or her occupation (e.g., office worker without data processing skills, etc.): or

local dismissals: Business closures or layoffs that have significantly reduced the number of workers in the occupation of the solic it ant and the level of wages/hours/hours; or

- Unsuccessful job search: When the applicant has been available and looking for work for several weeks and has not received job offers; the "number of weeks" may vary from 6 to 12 weeks, depending on the applicant's verified job search efforts, economics and/or verified job search efforts; or
- Physical limitations or disabilities: If the individual has recently acquired physical limitations or injuries that limit their ability to perform the type of work from which they were displaced, but they must have a medical permit to work; or
- Other Facts: Any other information recorded in the client's file indicating that the individual is unlikely to return to his or her previous industry or occupation, as judged by UGC staff and other sources.

Evidence in the file: One of these:

- information related to the labor market in which it was established that the occupation is not in demand;
- Employment management carried out by the applicant and has not received a job offer;
- Evidence that the applicant does not meet the new requirements of the occupation because their skills are obsolete or inadequate or they lack the credentials required by the new position;
- Evidence that you have exhausted 80% of unemployment benefits and have not yet obtained employment in an occupation equal or similar to the one you held;
- Evidence that in his area of work a local company closed
On a permanent basis, substantial layoffs have a negative impact on the availability of jobs in the primary occupation of the displaced worker.
- Self-declarations⁶ⁿ

2. Category 2: Worker Displaced by Mass Dismissal or Closure

Has been laid off or dismissed or has received either a notice of redundancy or dismissal as a result of a permanent closure, or a temporary dismissal from a factory, facility, enterprise or military facility

"Substantial cessation" is understood as the dismissal of at least five (5) persons or 10% of the labor force of that employee, whichever is less.

A person is considered to have been dismissed or displaced if his or her employment has been terminated on a permanent basis, either because of a permanent closure of the military enterprise, plant or installation, or because of a substantial layoff in which a significant number of employees are laid off. However, There are situations that are not considered were as dismissal of employment for the purposes of this po l ft ic a:

- Seasonal or seasonal unemployment in which the person reasonably expects to return to the same job;
- The termination of a temporary assignment through an employment agency is not considered a termination of employment unless a notice of eligibility for unemployment insurance is received along with it.
- A notice of termination with a certain or attempted return to work date within 180 days of the initial date of dismissal. Any non-seasonal layoff that is projected to last 180 days or more is considered a termination of employment.

It is not considered a termination of employment, retirement or other voluntary separation from the labor force. The intent of this definition is to include only those workers who have been made redundant and wish to return to work.

Evidence required in the file:

One of these:

- Notice of Dismissal on behalf of the worker indicating the date of separation or termination;
- Self-declarations
- WARN Notice with Recent Checkbook
- Unemployment Insurance Records

He is employed at a facility where the employer has made a general announcement of that the facility will close within the next one hundred and eighty (180) calendar days; or

This policy defines a "general announcement" as any official communication made by an employer or its representative, e. specifying the intention to close a place of employment (including a virtual site). Examples of such official announcements may include notices under the WARN Act, such as a pre-announcement, notice sent to workers or without notices, among others.

Evidence required in the file: One of these:

- Article or press announcement;
- Letter from the company notifying the closing;
- Certification of the Employer (writing, electronic means or telephone);
- Notification of WARN with recent t-nar;
- Insurance Records for Unemployment.

For purposes of determining eligibility for services, other than those of a direct branch or escrow offices in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or being a support vice, is employed at a facility where the employer has made a general announcement that such facility will close;

3. Category 3: Self-Employed Posted Worker

He was self-employed including a job as an agriculturist, fisherman or cattle breeder, but he is unemployed as a result of the general economic conditions of the community in which he resides or a cascade of these natural tries, a public health agency at the national level or other unforeseen events.

In this policy, a self-employed person is defined as a person who, although not subject to the authority of an employer or employer, is in a situation similar to that of an employee terminated due to difficult business circumstances. These circumstances may include:

- Opening or closing down of one or more enterprises to which the self-employed person supplied a significant proportion of products or services; and/or
- Mass layoffs or permanent closures of businesses that restore a significant portion of the state or local economy; and/or
- Failure of the self-employed person's business due to the relieving economic general relevant.

Self-employed individuals can include those who are permanently closing their businesses as well as those who are in a period of transition, trying to save their business. They do not need to be in bankruptcy or foreclosure to be considered under this definition. The

family members and agricultural workers who are economically dependent on the business may well be included.

The term "the community in which the person resides"¹ is interpreted as the geographical area where the person lives or as an industrial, sectoral or occupational community that may be affected by general economic constraints. General economic conditions may include the supply chain or the location of the delivery of products/services and may extend beyond the physical location of the individual or his business.

Evidence required in the file e:

One of these:

- Evidence of taxes or contributions paid to the state to show that you were self-employed:
- Business license or permit;
- Accounting books that show that expenses exceed profits;
- Bancarroto Documents (Chapters 7 or 11);
- Statistics of the Chamber of Commerce or other similar that demonstrate favorable conditions for business;
- Disaster Declaration issued by the state or Federal Government;
- General news reporting on economic conditions;
- Self-clarification certifying that it was self-employed, but due to the economic conditions of the region or due to the destruction of a natural disaster, it lost its source of income.

4. Category 4 : Worker Displaced by Domestic Chores

Is a person who has provided services, without pay, to family members in the home and that has been:

"Unpaid services" are interpreted as any service provided or without an employer/employee relationship between family members.

- a. Dependent on the income of another family member, but no longer supported by this income; or

"Income dependent" means receiving financial assistance or other assistance from a family member to meet basic needs such as food, shelter, clothing, transportation or other essential needs for self-sufficiency.

A "member of the family" is called a "member of the family", dependent children, son of spouses, daughter-in-law, son-in-law, brother, sister, mother, father, grandparents, grandson, stepbrother, stepsister, parents of the c6nyuge, brother-in-law, sister-in-law, tfa, tfo, niece. sob rin o, guardian, ward or domestic partner.

"No longer supported by that income" refers to the elimination of financial or other aid provided to meet basic needs. This definition is not limited to the total interruption of care but includes any reduction that does not cover the basic needs of the person.

Evidence required in the file:

One of these:

- Evidence of taxes or contributions paid to the State;
- Social Insurance Administration Documents;
- Divorce or Death Decree;
- Payment Stubs;
- Records of the Security Unit by D esem p le o/ Records of Publicity Assistance;
- Certification of the member of the family unit providing the income;
- Self-certification declaring that he resides with one or more members of his family, for whom he offers services without dependent pay for six years.

(6) months or more, however, you are no longer dependent on that income for divorce, death, or other reasons.

- b. If the dependent spouse of a member of the Armed Forces, in active duty, and the family's income has been significantly reduced, due to a military deployment, a call or order of active duty, a permanent change of military base, or the member's death or service-connected disability;

Evidence required in the file:

- Cross-referencing with the Military Service Database
- Certificate of Death of the Member of the Armed Forces
- Certificate of Armed Forces Member of the Armed Forces
- Plans On Marriage Records or Army Pay Stubs:
- Orders Military Affairs o DDD 214 and Marriage Certificate
- Self-certification that family income has been affected by more than 20% as a result of what is described in the characteristic.

A dependent spouse of a member of the Armed Forces is considered to be the partner of an active duty or veteran member who meets certain specific criteria:

- a. Any veteran who has died of a service-connected disability;
- b. Any member of the Armed Forces in active service who, at the time of applying for prior service, falls into one or more of the following categories and has been in that category for a total of more than 90 days:
 - i. Disappeared or in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the performance of duty by a foreign government or power.
- c. Any veteran who has a total disability as a result of a service-connected disability,

as assessed by the Department of Veterans Affairs; or

- d. Any veteran who has died while a disability existed.

A spouse whose eligibility was derived from a veteran or service member who is alive (i.e., former categories b. or c.) will lose eligibility if the veteran or service member loses the status that is the basis for eligibility (for example, if a veteran with a total service-connected disability received a revised disability rating at a lower level). Similarly, for a spouse whose eligibility stems from a veteran or living service member, that eligibility would be lost upon divorce from the veteran or service member.

Se int er preta "signifi cat ivam ent e red uci do " as any reduction in family income due to military deployment.

- c. When you are unemployed or underemployed and have difficulty obtaining or improving your job.

Evidence required in the file:

- Self-certification stating that the worker is unemployed or underemployed and has sought employment for a minimum of four weeks, without success;
- Annotations of! Career Planner;
- Other Documents Available

"Underemployed" people include, but are not limited to:

- part-time employees seeking full-time employment;
- persons employed in a position that is inappropriate with respect to their skills and training;

- employees who meet the definition of a low-income person under section 3(36) of the WIOA;
- Employees, but whose current income from work is less than the self-sufficient salary established by the Local Board, or is not sufficient in view of their training and experience, or in comparison with their previous employment income; y
- people employed in emporero jobs.

The term "difficulty in finding employment" refers to the lack of success in finding employment or improving one's current employment situation, as defined in an autonomous declaration.

5. Category 5 - Posted Worker C6 spouse of a Member of the Armed Forces

Is the spouse of a member of the armed forces on active duty, as defined in section 70 1(d)(l) of Title 10 of the United States Code (USC) and has lost employment as a direct result of relocation, to accommodate a permanent change in the stationing of service of the said member; or of permanent residence and residence in the 6 orders of the member; or

Evidence required in the file: One of these:

- Marriage Certificate or Forms With Tribution Sabre Inenters of l Matrim onio;
- Military Orders that show the change of season;
- Evidence of separation from employment; Self-certification declaring that he lost his job as a result of a relocation of station.

You are the spouse of an active-duty member of the armed forces and meet the criteria required by WIOA.

Evidence required in the file:

One of these:

- Marriage Certificate or Marriage Income Tax Returns;
- Evidence of separation from employment;
- Self-certification stating that you are unemployed or underemployed and have sought employment for a minimum of four (4) weeks and have not been successful in obtaining a job or a better job than the one you had;
- Career Planner Annotations

6. Additional Displaced Worker Designations

In addition to the categories established by WIOA, the State Board has determined and the Local Board makes it part of its policy to the following individuals as Dislocated Workers:

1. Individuals displaced due to Foreign Trade

Refers to participants in the Trade Adjustment Assistance Program (TAA) who are part of a group of workers who are covered by a certified trade petition. This is demonstrated by an increase in imports, a change or acquisition in production, or a loss of sales and/or production that contributed significantly to the separation threat of separation of said workers.

2. Long-term unemployed individuals

Are people who have been receiving Unemployment Insurance benefits for at least 27 weeks and remain unemployed;

Note: The long-term unemployed may include individuals originally designated as Displaced Workers as part of a National Displaced Worker Grant (NDWG) and who remain unemployed once they no longer receive funds from that grant.

Evidence required in the file:

- Letter of notification of Unemployment in the name of the worker indicating the date of separation or termination;
- Notification of WARN with recent checkbook
- Unemployment Insurance Records
- Self-declaration
- Public Assistance Certification

V. SEVERABILITY CLAUSE:

If any provision of this public policy is challenged by the Court and declared unconstitutional or null and void, such decision shall not affect, impair or invalidate the remaining provisions of this public policy, but its effect shall be limited to the provision or topic 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.

VI. COMPLIANCE

Compliance with the provisions and requirements established in this public policy will be evaluated by the Monitor assigned to the Local Board as part of its functions, as well as by the DDEC Monitoring Division as part of the systematic evaluation that is carried out annually on the operations of the ALDLs.

VII. FAIR AND EQUITABLE PRACTICES

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

VIII. ACTION REQUIRED

The Executive Director will be responsible for challenging a self-declaration form when it is necessary to use that method to document client information in connection with the eligibility determination. In addition, it will be responsible for disseminating this public policy, as well as training the officials of the Single Labor Management System in relation to this public policy. In addition, they must answer all queries or requests for information related to it, The Executive Director 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 Conservation Program, more than sixty (60) days after approval.

IX. INTERPRETATION

The words and phrases in this policy shall be construed in accordance with the context and meaning endorsed in common usage, except where specifically defined. The words used in the present tense also include the future; those used in the masculine gender include the feminine and neuter, except in cases where such an interpretation is ab surda; 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.

X. VALIDITY:

This public policy was approved by the Mayagüez, Puerto Rico Local Board on May 1, 2025. It will come into force on May 1, 2025 and will be in force until it is amended or repealed by the Local Board.

Repeals the public policy for the Determination of Eligibility of Displaced Adults and Workers approved on October 27, 2016.

For the record, I sign this public policy in Mayagüez, Puerto Rico on the 1st day of the month of May 2025.



José A. Justino Rodríguez
Presidente Junta Local