



PUBLIC POLICY NO: 2025-PP-WIOA-0 08

DATE. 1 May 2025

SUBJECT: Public Policy Eligibility Determination Youth Program

ADDRESSED: Local Board Members Executive Director Manager Single Management Center, Officers of! Single Labor Management System

PURPOSE: Establish public policy in relation to the determination of eligibility of youth who will participate in the Youth Program

JURISDICTION: This Public Policy applies to the Mayagüez - Las Marias Single Labor Management System made up of the municipalities of Mayagüez and Las Marías.

1. BASE LEGAL:

- Workforce Innovation and Opportunity Act (WIOA)
(English) - Section 3(2), (15) and (63) - Section 129(a)(1)(8) and 129(a)(C) -
- Workforce Innovation and Opportunity Act Regulations
(WIOA) Sections 681 200 to 681 320
- "Training and Employment Guidance Letter" 23-14 issued by the Employment and Training Program attached to the U.S. Department of Labor on March 26, 2015, and 8-15 on November 17, 2015.
- "Training and Employment Guidance Letter" 8-15 issued by the Employment and Training Program attached to the Federal Department of Labor! on November 17, 2015.

- "Training and Employment Guidance Letter" 21-16 issued by the Employment and Training Program attached to the Federal Department of Labor on March 2, 2017.
- Technical Assistance Guide for the Elements of the DDEC-WIOA Youth Program-01 20, 17 July 2020.

11. DEFINITIONS

1. Local Workforce Development Area (ALDL): The purpose of a local area is to serve as a Jurisdiction within a geographic area for the administration of employment and training activities authorized under WIOA. In addition. It is the jurisdiction where partners align resources at the local level to design and implement overall workforce development system service delivery strategies.
2. Self-declaration or self-certification: It is a written declaration or electronic/digital in which particular data is reported and is signed and dated by the young person¹¹. The U.S. Department of Labor considers several valid forms of electronic signatures, including emails, text messages, or one-time responses to online surveys, as long as they are generated by the youth and traceable to them. It may be used when other acceptable documentation for eligibility criteria is not available or when obtaining other documents may delay or prevent the determination of eligibility. It is only allowed for the criteria for which it is included as an acceptable document
3. Additional Attendance Barrier: In WIOA, no more than 5 percent (5%) of in-school youth may be determined eligible under this feature within the same program year. The State Board may define the barriers of *"requires additional assistance" in a general way and the Local Boards should set public policy with changes to accommodate regional needs. The "requires assistance" barrier adds/"tlene to be quantifiable.*

4. Individual Service Strategy (ISS): An individual plan for a youth that includes an employment goal, appropriate achievement objectives, and the appropriate community of services for the participant based on objective assessment. The ISS is used as a basic tool for the local area to document the appropriateness of decisions made on the mix of services, including those relating to other programs for specific activities.
5. Low-Income Exception: In WIOA, no more than 5 percent (5%) that would normally be required to meet the low-income criteria may be determined eligible under this feature within the same program year.
- 6 . Youth: A person, ages 14 to 24, eligible under the categories of youth in or out of school, who participates in activities and services related to the programmatic elements described in Section 129(c)(2) of the W IOA.
7. Youth in School: A youth attending school, as defined by state law, not under the age of 14 or over the age of 21. You are low-income and have barriers to completing your educational program.
8. Out-of-School Youth: A youth who does not attend school, as defined by state law, not less than 16 years of age or older than 24. Presents barriers to entering an educational program or securing or maintaining employment.
9. Career Planner (Case Manager): For purposes of this policy, this is the official who assesses the participant's needs, recommends, and documents services that are deemed worthy of participation in activities. Refer participants to other agencies or entities that

they offer those types of services. When certified unavailable, they may be eligible for Title 1-8 funds.

111. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) is aimed at supporting the occupational success of eligible youth, in and out of school. The Act stipulates that not less than 75 per cent of the Youth Programme funds shall be allocated for the provision of services to out-of-school youth. The remaining 25% will be used to provide services to youth at school. These by the hundreds could vary if a waiver is approved by the U.S. Department of Labor.

In order for a youth to be eligible for services under the Youth Program, he or she must be a youth in or out of school. Once your eligibility is terminated, it is maintained throughout your participation in the Program.

The program assists eligible youth with one or more barriers to academic and employment success.

IV. PUBLIC POLICY

The Local Board, in coordination with the Youth Committee, has concluded that the general and specific requirements described below will be considered in determining youth eligibility. In addition, the documents that can be used to prove eligibility are identified.

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 it is available through other sources. Career Planners Must Assist Youth in Obtaining Documents

necessary as the 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 stated that the Executive Director will be responsible for designing a self-declaration form when it is necessary to use this method to document the participant's information. This form must include, at a minimum, the following elements:

Full name of the applicant

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

Date of signature

The Career Planner's signature as a witness to the self-declaration

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

By signing this form, the applicant certifies under penalty of perjury that the statements are true and true. Likewise, it is cautioned 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 immediate termination of services and/or applicable legal sanctions.

B. GENERAL REQUIREMENTS FOR THE YOUTH PROGRAM

- a. Age: The youth must be between the ages of fourteen (14) to 24 years

old Evidence Required on File (one of these)

- Copy of Birth Certificate/Baptismal Certificate
- Driver's License (current)
- Federal, State, or Local Identification Card (current)
- Public Assistance, Justice, Education or other files

- Registration Select Service
- Certificate signed by the parent or guardian
- Self-declaration
- Certificate of Naturalization, Valid Passport or Residence Card, Work Permit issued by the Attorney General of the United States.

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

Under section 188(a)(5) of the WIOA, discrimination is allowed to certain individuals who are not citizens. Participation in and services to programs and activities under WIOA are to be made available to U.S. citizens and naturalized nationals, lawfully admitted and permanently resident immigrants, refugees, asylees and parolees, and other immigrants authorized to work by the U.S. Attorney General.

Therefore, 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.

Required Evidence in the Record (one of these)

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

c. Registered with the Selective Service

Males must register with the U.S. Army Selection Service within three (30) days following their 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.

Evidence Required in the Record (one of these)

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

In the alternative, with the customer's permission, the Race Planner will be able to access the page [https:// www.sss.gov/ verify/](https://www.sss.gov/verify/) to corroborate the registration status.

No: Only those who present evidence of the following conditions will be excluded from this requirement:

- Having been confined in a medical institution. mental or correctional on a continuous basis between the ages of 18 and 26. If discharged or released, prior to turning 26 years old, the customer must register within 30 days of that event.
- Aliens who have arrived in the United States and their territories after they have passed the age of registration.
- Individuals assigned at birth with the female sex. but that they have transitioned to male gender.

A. OUT-OF-SCHOOL YOUTH REQUIREMENTS

A young person is considered a young person, in the Out of School category, if he or she meets the following requirements:

1. He is not attending school, according to the definition that the state has adopted on this term.

For purposes of Title I of WIOA, the U.S. Department of Labor does not recognize youth enrolled in Adult Education programs under Title 11 of WIOA in the *You't Hybrid Program*, nor participants in the Job Corps program as youth in school. Therefore, the youth program

WIOA may consider a youth out-of-school for eligibility purposes even if he or she participates in one of these three programs.

Required Evidence in the Record (one of these)

- School Certification (Negative) or Gold Document from the Department of Education
 - Transcription of Credit or Letter of Withdrawal (certified by the school authorities).
 - If the aforementioned evidence cannot be presented, a Certification of the young person will be accepted attesting that he is not in school
2. You are not under 16 years of age or over 24 years of age at the time of registration with the System. The youth may continue to receive service beyond age 24 if they have not completed their occupational goals, as the age requirement applies at the time of beginning services and registration in the system.

Required Evidence in the Record (one of these)

- Copy of Birth Certificate/Baptismal Certificate
 - Driving license (current)
 - Federal, State, or Local ID Card (unexpired)
 - Public Assistance, Justice, Education or other Files
 - Selective Service Registration
 - Certification signed by parent or guardian
 - Self-declaration
 - Certificate of Naturalization, Valid Passport or Residence Card, Work Permit issued by the Attorney General of the United States.
3. You meet one or more of the following conditions:
1. School dropout;

2. Youth who is of compulsory school age, but has not attended school in the last semester of the most recent school year, and is not enrolled with plans to return to or remain in school;

Required Evidence in the Record (one of these)

- School Certification or other Department of Education document
 - Credit Transcript or Letter of Withdrawal (certified by school authorities).
3. Has completed a high school diploma or its recognized equivalent, is a low-income individual and is:
 - a. Deficient in basic skills; or

A basic skill deficiency is defined as an individual who calculates or solves problems, reads, writes, or speaks English at a level equivalent to 8th grade or lower on a generally accepted standardized test, or is an individual who is unable to compute or solve problems or read, write, or speak English at a level necessary to function in a job or in the home environment, or in society.

Required Evidence in the Record (one of these)

- Generally accepted standardized test
 - Department of Education records (credit transcript or other)
- b. An English learner or

You are enrolled in an English language course or workshop The Career Planner may assess or consider, in addition to the difficulty described in section 203(7) of the WIOA, whether:

- The young man's vernacular is different from English; or

- If the young person lives in a family or community where the dominant language is one other than English.

Required Evidence in the Record (one of these)

- School certification or certification from the institution in which the workshop is held;
- Test results administered to the young person
- English Language Learner Certification, completed by the youth in the presence of the Career Planner

4. A youth who is subject to the juvenile or adult justice system;

Required Evidence in the Record (one of these)

- Certification or Voluntary Declaration of an adult with custody or legal guardianship of the child;
- Criminal cases against minors are civil proceedings and are considered sui generis. They are confidential.
- Certification or document evidencing that the minor is institutionalized. Failing this, the Career Plan may certify it if it accesses any information or document that proves it. The Career Planner may also certify this if the child is interviewed at the institution in which he or she is detained.
- In the case of young people over 18 years of age, a certification or voluntary declaration of the participant - with the consent of his or her custodian or legal guardian - or a copy of the sentence ordering his or her confinement to an institution or time on probation.
- In the Justice system of Puerto Rico, individuals are prosecuted as adults from the age of 18, so these judicial experiences are of a public nature.

5. A homeless person; that he has escaped from home; is in foster care or of age to leave foster care; a youth eligible for assistance under Section 477 of the Social Security Act: or an individual who is constantly placed in different foster homes.

Required Evidence in the Record (one of these)

- Documentation from the Department of the Family or agency that so requests;
- Certification of a public or private organization that provides services to the youth, in his or her capacity as a homeless person;
- Self-Clarification N

6. A young woman who is pregnant or a young person who is raising children;

Required Evidence in the Record (one of these)

- Medical Record confirming the pregnancy, direct observation or self-identification of the client.
- Copy of the Birth Certificate or of the child or children you are raising;
- Evidence of guardianship or guardianship, if both parents are listed on the Birth Certificate and are not married or live under the same roof:
- Certification or voluntary statement from the other parent as to who is in charge of the child's upbringing
- Self-declaration

7. A young person who is an individual with diversity works

the Evidence Required in the Dossier e (one of these)

- Medical or school certification
- Direct observation or self-identification of the client.
- Individualized Educational Program (PEI), issued by authorized function of the Department of Education.

8. A low-income youth who requires additional assistance to enter and/or enroll in or complete an educational program or to obtain or retain employment.

A young man of low income is defined as.

- a. You receive, or in the past six (6) months you have received, or you are a member of a receiving family. or in the past six (6) months you have received supplemental nutritional assistance from the Rood and Nutrition Act of 2008, the TANF Program, or other income-based public assistance;
- b. It is part of a family group where the family income does not exceed the limit of poverty parameters or 70% of the 'lower living standard income level';
- c. Is a homeless person (as defined in Section 471103 (6) of the Federal Violence Against Women Act of 1994 or an *unhomeless person* (as defined in Section 725 (2) of the Federal Homeless Employment Act;
- d Foster child for whom the state or government makes payments ("foster care");
- e. Individual with functional diversity whose own income meets the requirements of subsection (b), but is a member of a family that does not meet the income requirement

Required Evidence in the Record (one of these)

- Public Assistance Certification· PAN, Economic Assistance or other
- Certification of the Employer
- Alimony Certification
- Unemployment Program Certification
- Certification Social Insurance
- Copy of the Quarterly Payroll (self-employed)
- Self-declaration

In addition, a young person living in a high-poverty geographic area is automatically considered to be a low-income person. Regulation (681260) establishes that an area of high poverty is a census tract.

Required Evidence in the Record (one of these)

- That has been verified in the table of "Lower Living Standard Income Level" (LLSIL), per calendar year which varies according to the size of the family, the parameters within which the young person is.
- That it has been verified in the "American Community Survey 5 Year Data" (area of high poverty), if the young person resides in an area considered to be of High Poverty.

For the purposes of this criterion, any of the following impairments (barriers) will be considered to be young people who require additional assistance to enter and/or complete an educational program or to obtain and maintain employment:

1. Has negative attitudes that adversely affect their family, social and educational environment.

Evidence Required in the Expedient e (one of these)

- Individualized interviews with the young person and/or members of the family unit.
- Results of the administration of tests, questionnaires or other standardized measurement instruments. The same may be administered by officials of the Single Labor Management System or have been administered by personnel of other organizations or agencies in which the young person has received services;

2. Problems with self-esteem and/or reluctance to follow directions.

Evidence Required in the Record (one of these)

- Information is from other organizations in which the youth has received services, prepared by Social Workers, Counselors, psychologists, or other mental or behavioral health professionals.

3. Lower self-esteem; How do you perceive and evaluate yourself? Required Evidence on File (one of these)

- In other organizations, in which the young person has received services, prepared by Social Workers, Counselors, psychologists or other mental or behavioral health professionals;
- Results of the administration of standardized tests, questionnaires, or other measurement instruments. They may be administered by officials of the Single Labor Management System or have been administered by persons of other organizations or agencies in which the young person has received services or services;

4. Absence of leadership;

Required Evidence in the Record (one of these)

- As a result of the administration of evidence, questioning the s or other intr rum in the form of means of means of medicine. They may be administered by officials of the Single Labor Management System or have been administered by personnel of other organizations or agencies in which the young person has received services;
- Analysis of the results through open questions that allow identifying characteristics related to leadership; This analysis is developed and documented in the case management.

5. Lack of skills, adapted as the needs of the lab world in the following competencies:

- a. Distance of the time post objectives or priorities - Is able to identify objectives, identifies the tasks to be carried out assigning time and priority to each of the tasks; prepare and execute your work agenda.
- b. Interpret and communicate information - Selects and analyzes information appropriately, and communicates the result to others orally, in writing, in graphics or multimedia methods.

- c. . Search for and evaluate information - Identify the need of information, obtains the information, evaluates its relevance in relation to the situation presented to it.
- d. Use of computer to process information. Uses the computer to access, organize, analyze, and communicate information.

Evidence Required on File (one of these)

- Results of the administration of tests, questionnaires or other standard measuring instruments. They may be administered by officials of the Single Labor Management System or have been administered by personnel of other organizations or agencies in which the young person has received services;
 - Case Management that documents the above.
6. Use and abuse of substances such as alcohol, tobacco, over-the-counter pills, and illicit drugs;

Required Evidence in the Record (one of these)

- Referral or certification from the Social Worker, School Director, or other school official authorized by the latter
- Reports from other organizations, in which the young person has received services, prepared by Social Workers, Counselors, Psychologists, or other mental or behavioral health professionals
- If you are being medically treated for any of these conditions, you must state that you voluntarily waive the confidentiality of your medical record in relation to the information you provide to the Career Planner. In the event that the client is under 21 years of age, the guardian with legal guardianship is the one who can waive the right in the name of the minor

7. Psychiatric disorders such as attention deficit, hyperactivity and others; o Behavioral problems, lack structure, limits.

Required Evidence in the Record (one of these)

- Referral or certification from the Social Worker, School Director or other school official authorizing or by the latter. These disorders are diagnoses contained in DM-5, so the mere observation of one of these functions is not sufficient.
- Info rmes from other organizations, in which the young person has received services. prepared by psychologists or other mental health professionals.
 - These reports must be issued by the organization, at the request of the custodian or legal guardian of the participant, in case the participant is under 21 years of age.
- There must be evidence of diagnosis, issued by a mental health professional, with the consent of the guardian or legal guardian of the young person, in case the young person is under 21 years of age.

8. Has a history of suspension is in school, has been suspended twice or more. or was expelled;

Required Evidence in the Record (one of these)

- Referral or certification from the Social Worker, School Director or other school official authorized by the latter.

9. You have experienced traumatic events. victim of abuse, or resides in an abusive environment.

When we talk about traumatic events, we could consider, among others: Loss of home due to:

- a. Eviction;
- b. foreclosure;
- c. natural disasters.

Loss of a member of the nuclear family as a result of an act of violence.

Required Evidence in the Record (one of these)

- Referral or certification from the Social Worker, School Director or other school official authorized by the latter.
- Reports from other organizations, in which the youth has received services, prepared by Social Workers, Counselors, Psychologists, or other mental health professionals.
 - These reports must be issued by the organization, at the request of the participant's spouse or legal guardian, in case the participant is under 21 years of age.

10. Who has never held a job or has never had a full-time job for more than thirteen (13) consecutive weeks.

Required Evidence in the Record (one of these)

- Employment history of young people
- Self-declaration

11. Has suffered the loss or absence of one of your parents, or guardian(s), in the two (2) years prior to the determination of eligibility, as a result of separation, divorce, removal from custodial home, death, or confinement to a penal institution or mental health services.

Required Evidence in the Record (one of these)

- In the event of separation of parents that causes the absence of one of them in the home, and where there is no divorce (either because they are not married or because they have not initiated the legal process), they must submit an affidavit or a Voluntary Declaration, which includes the signature of both parents, to this effect.

- In case of divorce, you must submit a copy of the Divorce Decree where it is stipulated that custody corresponds only to one of the parents,
 - It will not be considered a barrier when joint custody is determined.
- In the event of the death of one or both parents, the young person must present the Death Certificate.
- In the event that one or both parents or guardians are (or are) summoned or confined in a penal institution, under the custody of the Department of Corrections and Rehabilitation, a copy of the Sentence or the Admission Order, as well as any other document issued by the State and that the Career Planner deems sufficient to document this fact, must be submitted.
- In the event that one or both parents or custodians are (or are) institutionalized in a mental health facility, they must submit a Voluntary Declaration from the parent(s)/custodian(s) stating this fact. They may also submit a Certification from the physician under whose care the parent(s)/custodian(s) is
- In the event that the minor is removed from the custodial home or that he/she separates or dies, an affidavit or a Voluntary Declaration must be submitted, which includes the signature of the custodian or guardians establishing the separation, in case of removal a document issued by the Department of the Family or by a Court with jurisdiction and competence for the purposes of documenting the removal. In case of death, a copy of the Certificate or Death Certificate must be presented.

After an evaluation process, considering the documents submitted by the young person, the designated official may certify that the young person presents, or not, one or more of the deficiencies to which we refer.

C. REQUIREMENTS FOR YOUNG PEOPLE ATTENDING SCHOOL

The requirements to consider a young person in the category of Youth in the School are the following:

1. You are attending school, according to the definition that the state has adopted on this term.

Evidence Required in the Record (one of these)

- a. School Certification

2. Not less than 14 years of age and not older than 21 years of age (except for an individual with functional diversity who is attending school according to their Individualized Education Plan (IEP).);

Required Evidence on the Record (one of these)

- Copy of Birth Certificate/Baptismal Certificate
- Driver's License (current)
- Federal, State, or Local Identification Card (valid)
- Files Assist in Public Administration, Justice, Education or others
- Selective Service Registration
- Certification signed by parent or guardian
- Self-declaration
- Certificate of Naturalization, Valid Passport or Residence Card, Work Permit issued by the Attorney General of the United States.

3. Low-income individual - A low-income youth is defined as:

- a. Receives, or in the past six (6) months has received or is a member of a family receiving, or in the past six (6) months has received benefits from the Nutritional Assistance Program (PAN), under the Omnibus Budget Collection Act of 1981, August 13, 1981, as amended, the TANF Program or other income-based public assistance:
- b. Is part of a household where the household income does not exceed the poverty limit or 70% of the "Lower Living Standard Income Level";

- c. Is a homeless person (as defined in Section 41403(6) of the Federal Violence Against Women Act of 1994 or a homeless youth (as defined in Section 725(2) of the Federal Homeless Assistance Act;
- d. Foster child for whom payments are made by the state or government;
- e. An individual with functional diversity whose own income meets the requirements of subsection (b), but is a member of a family that does not meet the income requirement.

Required Evidence in the Record (one of these)

- Public Assistance Certification: PAN, Economic Assistance or other
- Certification of the Patron
- Alimony Certification
- Social Security Certification
- Self-declaration

In addition, a young person living in a high-poverty geographic area is automatically considered to be a low-income person. A high-poverty area (681,260) states that a high-poverty area is a census tract of several groups as defined by the Secretary or a county (in the particular case of Puerto Rico or Rico municipalities) that have a rate of at least 25 percent as established every five years using the Community Survey ("American Community Survey").

Community Survey 5 Year Data") published by the U.S. Census Bureau.

Required Evidence in the Record (one of these)

- That has been verified in the table of "Lower Living Standard Income Level" (LLSIL) per calendar year which varies by family size.
- That it has been verified in the American Community Survey 5 Year Data" (geographic area of high poverty).

2. Comply with one or more of the following requirements:

- a. Deficient in basic skills;

A basic skills deficiency is defined as an individual who calculates or solves problems, reads, writes or speaks English at a level equivalent to 8th grade or less, on a generally accepted standard test or is unable to compute or solve problems or read, write or speak English at a level necessary to function in a job or in the family environment. or in society.

Required Evidence in the Record (one of these)

- Generally accepted test
- Department of Education records (credit transcript or other)

- b. In the process of learning the English language - You are enrolled in a course or workshop to learn the English language or as part of your regular curriculum you receive English classes.

Required Evidence in the Record (one of these)

- School certification or certification from the institution in which you take the workshop;
- Test results administered to the young person
- English Language Learner Certification, completed by the youth in the presence of the Career Planner

- c. A lawbreaker;

Required Evidence in the Record (one of these)

- Certification or Voluntary Declaration of an adult with custody or legal guardianship of the minor;
- Criminal cases against minors are civil proceedings and are considered sui generis. They are confidential.

- Certification or document evidencing that the child is at the institution. Failing this, the Career Planner may certify it if he accesses any information or document that proves it. The Career Planner may also certify it if he interviewed the child at the institution where he is in id.
 - In the case of young people over 18 years of age, a certification or voluntary statement by the participant will be accepted as evidence. with the consent of his custodian or legal guardian - or a copy of the sentence ordering his confinement to an institution or conditional release.
 - In Puerto Rico's justice system, individuals are prosecuted as adults from the age of 18, so judicial files are of public character.
- d. A homeless person (as defined in Section 4140 3(6) of the Federal Violence Against Women Act of 1994 (42 U.S.C. 140 43e- 2(6)), a homeless child or youth (as defined in Section 725(2) of the federal McKinney-Vent Homeless Assistance Act or (42 U.S.C. 11434a(2))), a child who is runaway, in foster care, or is over the age of foster care, a child eligible for assistance under Section 477 of the Federal Social Security Act (42 U.S.C. 677), or is in an out-of-home placement program.

Required Evidence in the Record (one of these)

- Documentation from the Department of the Family or agency that so stipulates;
 - Certification of a public or private organization that provides services to the young person, in his capacity as a non-registered person;
 - A ut odeclarac ion n
- e. A young woman who is pregnant or a young person who is raising children;

Required Evidence in the Record (one of these)

- Medical Record confirming the client's pregnancy, direct observation or self-identification.
 - Copy of the Birth Certificate of the child or children you are raising;
 - Evidence of custody or guardianship, if both parents are listed on the Birth Certificate and are not married or living under one roof;
 - Certification or voluntary statement from the other parent as to whom is in charge of the child's upbringing
 - Self-declaration
- f. A young person who is an individual with functional diversity:

Required Evidence in the Record (one of these)

- Medical or school certification
 - Direct observation or self-identification of the client.
 - Individualized Educational Program (IEP), issued by an authorized official of the Department of Education.
- g. A youth who requires additional assistance to enter and/or complete an educational program or to obtain or remain in employment. *No more than five (5) percent of the total number of young people in school may be qualified by this criterion.*

For the purposes of the Judgment, any of the following deficiencies will be considered:

1. They have negative attitudes that adversely affect their family, social and educational environment.

Required Evidence in the Record (one of these)

- Individualized interviews with the young person and/or members of the family unit.

- Results of the administration of tests, questionnaires, or other standardized measurement instruments. They may be administered by officials of the Single Labor Management System or have been administered by personnel of other organizations or agencies in which the young person has received services;
2. Problems with authority and/or reluctance to follow instruction is.

Evidence Required in the File (one of these)

- Reports from other organizations in which the youth has received services, prepared by Social Workers, Occupational Counselors, Psychologists, or other helping professionals.
 - Referrals from the school you attend.
3. Baja autoestima; how he perceives and evaluates himself.

Evidence required in the Record (one of these)

- Reports from other organizations in which the youth has received services, prepared by Social Workers, Occupational Counselors, Psychologists, or other support professionals.
 - Results of the administration of standardized tests, questionnaires or other measurement instruments. They may be administered by functions of the Single Labor Management System or have been administered by personnel of other organizations or agencies in which the young person has received services:
4. Absence of leadership;

Evidence Required in the Expediente (one of these)

- Results of the administration of tests, questionnaires or other measurement instruments. They may be administered by officials of the Single Labor Management System or have

been administered by personnel from other organizations or agencies in which the youth has received services;

- Analysis of the results through open questions that infer leadership characteristics; This analysis is developed and documented in case management.

5. Lack of skills, adapted to the needs of the world in the following

Competencies:

- a. Distribution of time by establishing priorities - Establishes objectives, identifies the tasks to be carried out assigning time and priority to each of the tasks; prepare and execute its work agenda;
- b. Interpret and communicate information- Select and analyze information and communicate the result to others orally, in writing, in graphics or multimedia methods;
- c. Search and evaluate information- Identifies the need for information, obtains the information, evaluates its relevance;
- d. Use of computer to process information. It uses computing to acquire, organize, analyze, and communicate information.

Evidence required in the Dossier (one or more of these)

- Results of the administration of tests, questionnaires or other standard measurement instruments. They may be administered by officials of the Single Labor Management System or have been administered by personnel of other organizations or agencies in which the young person has received services;
- Case Management that documents the above

6. Use and abuse of substances such as alcohol, tobacco, non-rectal pastillas, and illicit drugs;

Evidence Required in the Expediente (one of these)

- You must be referred by the Social Worker, School Director, or other school official authorized by the latter.
 - Reports from other organizations in which the youth has received services, prepared by Social Workers, Counselors, Psychologists, or other mental or behavioral health professionals.
 - If you are being medically treated for any of these conditions, you must state that you voluntarily waive the confidentiality of your medical record in relation to the information you provide to the Career Planner. In case the client is under 21 years of age, the adult with custody or legal guardianship is the one who can waive the right on behalf of the minor.
7. Psychiatric disorders such as attention deficit, hyperactivity and others; o Behavioral problems, lack structure, limits.

Required Evidence in the Record (one of these)

- You must be referred by the Social Worker, School Director or other school official authorized by the latter. These disorders are diagnoses contained in the DM-5, so the mere observation of one of these officials is not enough.
 - Reports from other organizations, in which the young person has received services, prepared by psychologists or other mental health professionals.
 - These reports must be issued by the organization, at the request of the participant's custodian or legal guardian, in case the participant is under 21 years of age.
 - There must be evidence of diagnosis, issued by a mental health professional, with the consent of the guardian or legal guardian of the young person, in case the young person is under 21 years of age.
8. Has repeated at least one grade (at the secondary level); Required

Evidence in the Record (one of these)

- Certification is issued by the School Director or the official authorized by the School Director, and the Career Planner's Notes identifying the grade, or grades, that the participant repeated.

9. He was expelled from school;

Required Evidence in the Record (one of these)

- It must be certified or referred by the Social Worker, School Director or other school official authorized by the latter.
- Copy of expulsion letter or notice, if any. Failing this, the participant may present any document at hand, issued by the Department of Education, evidencing such expulsion.

10. You have experienced traumatic events, been a victim of abuse, or reside in an abusive environment.

Required Evidence in the Record (one of these)

- It must be certified by the Social Worker, School Principal or other authorized school official by a qualified professional.
- Reports from other organizations in which the youth has received services, prepared by social workers, counselors, psychologists, or other mental health professionals.
 - These reports must be issued by the organization, at the request of the participant's custodian or legal guardian, in case the participant is under 21 years of age.

After an evaluation process, the designated official may certify that the young person has one or more of the deficiencies to which we refer.

B. LOW-INCOME EXCEPTION

Eligible youth must be low-income. However, WIOA maintains an exception where 5% of youth applying for services would not have to meet this eligibility criteria. 5% is calculated based on the youth enrolled in the program year, who have to meet the low-income criteria. In relation to young people in school, it is 5% of all young people registered in a given year. For out-of-school youth, the 5% exception to the low-income criterion is calculated only from youth enrolled in the program year who must meet the low-income criteria (youth who have completed a fourth-year diploma or its equivalent and who are deficient in basic skills or are in the process of learning the English language; or who require additional assistance to enter or complete the program). an educational program or to secure or maintain employment).

To activate this exception, authorization must be requested from the Executive Director, in consultation with the Operator of the Single Management Center - who is in charge of determining eligibility - to maintain controls and not exceed the percentage or item approved by law.

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 topic shall not in any way affect or impair its application or validity in any other case, except when specifically and expressly invalid in all cases.

VI. COMPLIANCE:

Compliance with the provisions and requirements established in this public policy, at least the Monitor assigned to the Local Board, as part of its functions, must evaluate the following:

1. That the participants meet the eligibility criteria;
2. That the eligibility determination has been validated with the documents identified in this public policy.

VII. FAIR PRACTICES AND ACCESSIBILITY

All individuals 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 N REQUIRED

The Executive Director will be responsible for designing a self-declaration form when it is necessary to use this 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 shall be responsible for sending a copy to the Evaluation Specialist of the Office of Planning, Evaluation, Value and Statistics of the Labor Connection Program, no later than sixty (60) days after approval.

IX. INTERPRETATION

The words and phrases in this policy shall be construed according to the context and meaning or 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 appointments, which are set forth in this policy, refer to calendar days.

X. REPEAL

This policy nullifies the public policy approved on October 27, 2016, as well as procedures, administrative orders, communications and others approved prior to the approval of this Public Policy.

XI. VALIDITY:

This public policy was approved by the Mayagüez - Las Marías Local Board in a meeting held on May 1, 2025. It will begin to take effect on May 1, 2025 and will be in force until it is amended or repealed by the Local Board.

For the record. signed the public policy presentation in Mayagüez, Puerto Rico on the 1st day of the month of May of the year 2025.



José A. Justiniano
Local Board President