

LABORAL

ÁREA LOCAL MAYAGÜEZ - LAS MARÍAS

PUBLIC POLICY NO: 2025-PP-WIOA- 009

DATE: May 1, 2025

SUBJECT: Public Policy Replacement of Participating Hours in Activities Workforce Innovation and Opportunity Act (WIOA) Funds

AIMED AT: Local Board Members, Executive Director, Center Manager of Single Management, Officials of the Single Management System Work at the American Job Center

PURPOSE: Establish public policy in relation to the replacement of hours by participants in Individualized Career Services, Occupational Skills Training Activities of the Adult and Dislocated Worker Programs, and Youth Program Elements under the Workforce Innovation and Opportunity Act (WIOA).

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

I. BASE LEGAL:

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

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

II. DEFINITIONS:

The following definitions are part of this policy:

1. **Training in Occupational Skills:** training in occupational skills, with the purpose of providing participants with technical skills and information necessary to perform a specific job or a group of jobs.
2. **Adult:** Refers to a person over the age of 18.
3. **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.
4. **Individual Training Account (ITA'S):** A fee-for-training arrangement established with a provider for the benefit of a participant.
5. **Class Attendance:** Class attendance is of fundamental importance for the development of the educational and training process. If there is an absence, it will be evaluated individually taking into consideration the reason that the participant had for being absent.
6. **Youth Program Elements:** These are services designed to help young people prepare for the workforce. There are 14 elements that must be available, but young people do not have to receive all of these.
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 the delivery of the appropriate mix of services for the Youth, including those referred to other programs.
8. **Individual Biweekly Attendance Sheet:** Official document of the Local Area used to keep the record of the attendance of the participants, which must be signed and certified by the participant, the supervisor or teacher and the designated official in the Local Area.

9. Supplemental Attendance Sheet: Local Area Individual Bi-Weekly Attendance Sheet used to reflect attendance for Time Replacement only
10. Educational Institution: Refers to any educational institution, non-profit organization, corporation, or other that signs a contract with the Local Area to offer the activity of Occupational Skills Training.
11. 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).1.
12. Participant: For WIOA Title 1 (Adults and Dislocated Workers), Title 11, and Title 111 programs. A participant is a reportable individual who has received services other than those described in 20 CFR § 677.150(a)(3) (or 34 CFR § 463.150(a)(3), as applicable), after meeting all applicable programmatic requirements for the provision of services, such as the determination of eligibility. For the Title 1 Youth program, a participant is a reportable individual who has met all applicable program requirements for service delivery, including determination of eligibility, an objective assessment, and development of an individual service strategy, and has received 1 of the 14 Youth Program elements identified in WIOA sec. 129(c)(2).
13. Participant Record Information System (PRIS): PRIS is the registration tool for programmatic information for authorized participants under Title 1 (Youth, Adult, and Dislocated Worker Programs) and Title III (Employment Service) of the Workforce Innovation and Opportunity Act (WIOA).
14. Replacement Plan: Plan made by the teacher whose main objective will be that the participant can acquire the skills or replace the material, exam or others. These plans must be delivered to the officials designated by the Local Area. These in turn will deliver them to the corresponding Supervisor.

15. 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.
16. Career Planning: is the participant-centered delivery of services designed to:
 - a. to prepare and coordinate comprehensive employment plans for participants, such as service strategies, to ensure access to necessary workforce development activities and support services using, to the extent possible, computerized technology; and
 - b. provide employment, education, and career counseling, as appropriate, during participation in the program and after being placed in employment.
17. Dislocated Worker Program: This is one of the six main programs under the WIOA Act and is designed to help displaced workers re-enter the workforce as soon as possible.
18. Record of Grades: Form, document or record where the history of attendance, activities, exams and others is recorded. of a group of students or participants.
Individualized Career Services: Individualized Career Services will be provided to participants, based on their needs, as determined by the Single Management System officers. This, for the purposes that they can obtain or maintain employment, consistent with the applicable statutory priorities. Some of these are: Short-Term Prevocational Services. Workforce Readiness, Education, Financial Literacy. English Language Learning, Work Experience and Transitional Employment.

III. BACKGROUND

The WIOA Act provides a wide range of workforce development activities aimed at helping job seekers and workers access new employment opportunities. education and training and support services. This in order for them to be successful in the labor market.

These services are offered. with respect to Title 1-B through the Adult, Displaced, and Youth Programs.

In **the** particular case of the Adult and Displaced Workers Programs, participants have access to Career and Training Services. With regard to the Youth Program, they receive services aimed at helping them prepare for the workforce. **The** Program authorizes 14 items All must be available, but young people do not have to receive all of these.

When submitting proposals, Service Providers define a curriculum that indicates the number of hours for each topic or subject. Our local area requires that. at the conclusion of the activities. Participants have acquired all the necessary skills to enable them to be competitive in the labour market.

From experience we have observed that our participants are forced to be absent for various reasons. To this end, **the Local Board** has determined to establish limits that comply with the standards of service providers and in turn do not adversely affect the acquisition of skills, as planned in the Individual Service Strategy or in the Individual Employment Plan, as part of career planning. as applicable.

IV. PUBLIC POLICY

1. The teacher is required to keep a Record for each group. In this you will note the attendance, grades and dates of replacement of work (if applicable).
2. If the participant is absent from the scheduled activities, the Service Provider will notify the Career Planner so that they can contact the participant and listen to the reasons for their absence and if additional support services are needed, to those previously authorized, they will proceed to modify the Individual Service Strategy or in the Individual Employment Plan as part of career planning, according to Applique.
3. When an absence from one- or two-day classes is recorded, it will be at the discretion of the Service Provider to determine whether to replace the hours, subject to the institution's rules.
4. It will be the responsibility of the Service Provider to complete a Supplemental Attendance Sheet, biweekly, certifying that the participant complied with the hours required when attending a day or with the Replacement Hours Plan in the case of consecutive absences.

5. The stipend or incentive will not be paid for days not attended and not replaced.

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 affect or impair in any way 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 will be evaluated by the Monitor attached 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 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 The necessary support for participants with disabilities who are in need of assistance in accessing UGC/AJC facilities and services.

VIII. ACTION REQUIRED

The Executive Director of the Local Board will be responsible for disseminating this public policy, as well as training the Officials of the Single Labor Management System in relation to 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 Workforce Development Program Planning, Evaluation, Validation and Statistics, no later 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 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.

X. 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. Rescinds the Policy for Replacement of Hours and/or Material by Participants of Occupational Skills Training Educational Projects Paid for with Workforce Development Investment Act (WIOA) Funds and/or Other Funds approved on January 15, 2013.

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



José A. Justiniano Rodríguez
Presidente Junta Local