

## **PUBLIC POLICY ELECTRONIC PAYMENT BY DIRECT DEPOSIT**

### **I. INTRODUCTION**

The purpose of the Mayagüez-Las Marías Workforce Development Board is to maximize and continue to improve the quality of services, the satisfaction of our clients and the effectiveness of the services provided in the single management system.

The Mayagüez-Las Marías Local Labor Development Board issues this public policy to establish strategies that allow it to increase productivity, facilitate the exchange of funds, safeguard the personal information of participants, employees, service providers, suppliers and employers. Consequently, one of the initiatives to be implemented will be electronic payment by direct deposit.

The direct deposit payment system allows the Mayagüez-Las Marías Local Labor Development Board to electronically transfer to any financial institution from the bank account of the Mayagüez-Las Marías Local Area, the net amount of the payments made to both service providers and/or suppliers and participants. The transfer is deposited into the bank account specified by Direct Deposit Authorization.

Among the advantages offered by this system, the elimination of the risk of loss, theft, forgery or any other type of risk is highlighted.

adverse incident, as well as the considerable reduction in the use of paper checks; which results in savings in terms of the process of issuing and sending checks. In addition, payments are processed more quickly using this method.

## II. BASE LEGAL

- Workforce Innovation and Opportunity Act (WIOA), Sections 107
- "Cash Management Improvement Act", de 1990
- "Federal Register" 20 CFR 679.300
- "Federal Register" 31 CFR 205 – "Rules and procedures for efficient federal-state fund transfers"
- Law No. 103 of 25 May 2006, Article 20

## III. PUBLIC POLICY

In accordance with the above, to achieve an improvement in the payment process to service providers and/or suppliers and participants, it is established as a public policy that they be issued through the direct deposit mechanism. The payments will be as follows:

Participants	Suppliers/Suppliers
❖ Salaries of Work Experience activities aimed at young people in all their modalities;	❖ Invoices for Advisory Services
❖ Work Experience Activities, Internship and Transitional Employment Adult and Service Worker Program;	❖ Invoices for Activities related to Training services, and Individualized Career Services
❖ Stipends directed to participants who receive Individualized Career services,	❖ Invoices for the acquisition of materials and/or equipment.
❖ Stipends offered to participants in the non-salary elements of the Youth Program;	❖ Invoices for Services related to the elements of the Youth Program.
❖ Support services such as: payment related to need, transportation, care of children and/or the elderly, lodging and others aimed at adults, displaced workers and youth.	❖ Bills for other payments that are allowable under WIOA.

With the intention of complying with this public policy, it is established that:

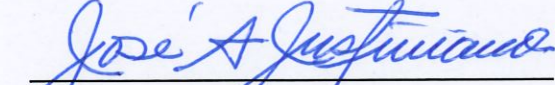
- A. Suppliers and/or Suppliers:** At the time that the supplier and/or supplier are in the negotiation of a contract and/or in the award of a purchase, the use of the electronic payment system will be emphasized, and the Authorization form will be required *Direct Deposit* duly completed with the requested evidence so that you receive payment of your bills by direct deposit. Then, the original document will be delivered to the Director of Finance to be evaluated.

**B. Participants:** At the time services are offered to the participant, it is necessary to be guided on the importance of obtaining a bank account or other deposit instrument, as a tool that allows them to have access to the payments that are issued in our system, and when they are integrated into the workforce. In those meritorious cases, to facilitate the process, guidance and support will be provided in the opening of an account in the financial institution of your choice. Then, participants must complete the Electronic Payment Authorization document accompanied by a Certification from their banking institution containing the following information:

1. Account number
2. Routing and transit number
3. Account Type
4. Name of the banking institution and address
5. Name of the person(s) to whom the account belongs.

#### IV. APPROVAL AND VALIDITY

This public policy will come into force immediately after approval.

  
\_\_\_\_\_  
José A. Justiniano Rodríguez  
Local Board President

\_\_\_\_\_  
Date