



POLICIES AND PROCEDURES FOR JOB SEARCH AND RELOCATION ASSISTANCE ACTIVITY OUTSIDE THE WORK AREA UNDER INDIVIDUALIZED CAREER SERVICES

LEGAL BASIS:

134(c)(2)(A), 134(2)(b)-(10) of the WIOA and Section 678.430(a) of the WIOA Regulations.

I. PUBLIC POLICY:

1. The Job Search and Relocation Assistance Activity is part of the Individualized Career Services that are provided by the Local Area for adults and displaced persons under Title I of the Workforce Innovation and Opportunity Act (WIOA).
2. The Job Search and Relocation Assistance Activity Outside the Workplace shall be available to those persons who are determined to be appropriate to obtain and retain employment, as provided in the Individual Employment Plan.
3. The Job Search and Out-of-Work Relocation Assistance Activity has two (2) components (On-Site and Out-of-Work Job Search Assistance and Out-of-Work Relocation) that may be provided separately or integrated, as required by the participant's needs, resources, and the local board's public policy objectives.

II. PROCEDURE ON THE ACTIVITY OF ASSISTANCE IN THE SEARCH FOR EMPLOYMENT AND RELOCATION OUTSIDE THE WORK AREA UNDER INDIVIDUALIZED CAREER SERVICES

1. The Single Management Center Operator and/or Local Area shall ensure that eligibility requirements are met to receive individualized career services available under Title I in the Adult and Dislocated Worker Program.
2. In the case of the Adult Program, to be eligible for career services, the individual must be 18 years of age or older. For the Displaced Workers Program, the person must meet the criteria established in Section 680.130 of the Regulations, which establishes the different categories of displaced workers.
3. In order to receive training services, the displaced adult or worker must also meet the requirements set forth in Section 6_80.210 of the Regulations.
4. When the client first visits the Single Management Center, a preliminary assessment is completed which identifies the client's need for unsubsidized employment.
5. According to the need, the client is taken through services: Basic Career Services Area, Individualized Career Services, Training Services and Follow-up Services.
6. If it is determined in the Individual Employment Plan that the client must be referred to the Job Search and Relocation Assistance Activity Outside the Work Area, the following general service strategy will be established:
 - (a) Job search assistance services will be provided **within** the employment area, in the first instance, preferably through a service provider.
 - (b) This service provider will have to design a job search assistance plan that contains the following elements:
 - Case Management
 - Guidance and evaluation
 - Testing
 - Advice
 - Financial Counseling
 - Network links

Labour market information

- Cyber Links

(c) The supplier will keep the Operator of the Single Management Center duly informed about the progress obtained from each participant within the term given to develop this first stage, which must not be longer than 90 days, and if there is any progress, it may be extended for an additional 30 days.

(d) After the previous term has expired and if an unsubsidized job has not been obtained in accordance with the goals established in the Individual Employment Plan, the stage of looking for employment outside the labor area and assistance in relocation is passed.

(e) With the express consent of the participant, an action plan should be adopted with the service provider that includes the following elements:

- Referrals to contacts and/or itinerized job interviews
- Identification of Liaison Officers Outside the Labor Area
- Travel Expenses
- Accommodations
- Job Interviews
- Transportation
- Per diems and/or stipends

(f) This stage will last an additional 90 days, which could be extended for 30 days, if there is reasonable evidence that the person is finally employed outside the work area.

(g) The Local Area must develop and establish internal procedures that expedite the provision of the necessary support services to the participant during this stage.

7. The priorities of the services for the Job Search and Relocation Assistance Activity Outside the Work Area will be mainly aimed at:

- Displaced adults and workers who are ready to work
- Participants who have earned credentials and are appropriately trained among the adult, displaced, and out-of-school youth program populations
- Other eligible individuals who could benefit from the project

8. The Local Area and/or the Single Management Center Operator shall develop Cooperation

and Cyber Liaison Agreements to incorporate Sponsors of job search and relocation assistance initiatives.

This policy and procedure shall take effect immediately.

It was approved by **the Local Labor Development Board** on April 25, 2017.