



## LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT

---

### PUBLIC POLICY REGARDING CAREER PLANNING

#### I. INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA, for its English acronym) was enacted on July 22, 2014, and effective on July 1, 2015. It is designed to help people that are searching for a job have access to job offers, education, and training and support services in order to succeed in the labor market, and at the same time for the employers to have access to employees with skills to compete in the global economy.

The career planning is a component of the individualized basic services; it is not a unique activity. It is a continuous service that is provided to the adults, dislocated workers, and youth in order to ensure their success in the activities inherent to the WIOA. It is a service centered in the participant while the participant is offered the services designed to:

- Prepare and coordinate comprehensive employment plans in order to assure them access to the activities related with the workforce development that the participant's needs, as well as assistance services, and to
- Provide employment, career training, and counselling, as appropriate, during their participation in the program and after being placed in a job.

The term *career planner* replaces the term *case management* used in the WIA.

#### II. LEGAL BASE

---

##### LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792  
T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network

Federal Public Law 113-128 of July 22, 2014, The Workforce Innovation and Opportunity Act, Chapter 2, Sections 3 (8), 134 (c) (3)

Federal Regulation of the Workforce Innovation and Opportunity Act (WIOA, for its English acronym), Sections 680.210, 680.220, and 681.420

### **III. GENERAL PROVISIONS**

1. The Individualized Employment Plan is one of the Career Services offered to the adult and dislocated workers that are considered to be in need of said services; it is not a condition to receive services.
2. In the particular case of the Youth Program, the plan will develop and keep updated the individualized service strategy based on the individualized needs of each participant, which is directly linked to the performance indicators and will identify career alternatives that include education and employment.
3. After an interview, evaluation, and career planning and previous to deciding if the participant is eligible for a training activity, the Career Planner will consider the following:
  - a. If the participant is eligible to participate in a training activity bearing in mind that there is not a minimum or maximum time period to participate in the career services.
  - b. Determine if the participant have the skills and qualifications in order to complete satisfactorily the training program.

---

**LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792  
T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. Drug and alcohol-free workplace  
A proud partner of the AmericanJobCenter network

- c. Make sure that the training program is directly linked to the existing employment opportunities existing in the local area or in other area in which the participant if available to relocate.
  - d. Verify if there are other resources source to subsidize the activity costs including state training resources, PELL Grants, and the TAA Program.
  - e. If the funds are limited to the local area, the participant must comply with the priority criteria established in law and in the Policy related to the Service Priority issued by this Local Board.
  - f. In the particular case of the Individualized Training Accounts (ITAs), the participant will select the provider in consultation with the Career Planner.
4. In the particular case of the participants' files to whom a training need has been determined, as determined by the Career Planner, it is not require offering an individualized career plan. If the same is not offered, the circumstances that justify the offering of the training activity without offering the career service will be documented.

#### **IV. CAREER PLANNING ACTIVITIES**

As part of the career planning, the Career Planner (Case Manager) will develop the following activities, among others:

- 1. Offer the Career Basic Services stipulated by law, as well as in its Interpretive Regulation.
- 2. Determine the eligibility of the clients that are referred to Title I: Youth, Adults, and Dislocated Workers.

---

**LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792  
T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network

3. Conduct a comprehensive and specialized evaluation of the skills level and determination of services need. This may include the use of standardized diagnostic tests and other evaluation tools. These can be reevaluated based on each participant's particular situations.
4. Evaluate and identify job barriers and develop the appropriate employment goals.
5. Develop the Individualized Employment Plan.
6. Evaluate the need of assistance services required by the participant in order to function adequately in the activity(s) to which they are referred. The Career Planner will make sure that there is no service duplicity.
7. Offer orientation to participants and clients about the services available in the Workforce Development System.
8. Ensure that the participant selects an occupation that is in demand in the labor market and that at the same time is in tune with their skills and particular needs.
9. The Career Planner is responsible to give follow up to the participant in order to know their adjustment, behavior, attendance, punctuality, and motivation, among others. Coordinate and refer to other services and programs including the CGU partners. As part of the service this official will visit the places in which the participant is receiving the services. These actions will be consigned in the form designed to these ends, which will be kept in the participant's file. The Career Planner will conduct the necessary process to help participant complete the activity satisfactorily.

---

**LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792  
T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network

10. Offer the corresponding follow up services during a period of twelve months or more after the participant's participation has been completed. This official will evidence the services on the file, as well as the corresponding certifications related to the validation of the performance measures.
11. Offer any other related service not described in the previous items.

## **V. APPROVAL AND VALIDITY**

This public policy was approved by the Local Board of ALDLSoutheast in a regular meeting dated March 4, 2020. It will take effect immediately after its approval. The Local Board's Executive Director will be responsible for informing the personnel within five (5) days after its approval.

For the record, I hereby sign the present in Humacao, Puerto Rico, on the 4<sup>th</sup> day of the month of March of the year 2020.

[Signed]

---

Jesús E. Delgado Morales  
President  
Southeast Labor Development Local Board

---

**LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792  
T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network