



POLICY OF RELOCATION

I. INTRODUCTION

The Labor Development Local Board is responsible for establishing policies and directing the local one-stop-center system to ensure that the service provision system addresses the general population's needs in the local area.

The Out-of-area Relocation Assistance Activity is part of the Individualized Career Services that are provided by the Local Area for the adult and dislocated workers under Title I of the Workforce Innovation and Opportunity Act, (WIOA, for its English acronym).

It must be available for those persons for whom it is determined that said services are appropriate to get a job, according to what is stipulated in the Individual Employment Plan.

II. LEGAL BASE

Sections 134 (c) (2) (A) (xii) (X) of the **Workforce Innovation and Opportunity Act**, (WIOA, for its English acronym)

Section 678.430 (b) (10) of the **Regulation of the Workforce Innovation and Opportunity Act**, (WIOA, for its English acronym)

Training and Employment Guidance Letter (TEGL) 19-16 WIOA of March 1, 2017, issued by the Training and Employment Program ascribed to the Federal Labor Department

[Initialed]

III. PUBLIC POLICY

1. The Partner that administers the Adult and Dislocated Workers Programs must assure that the eligibility criteria to receive individualized career services available under Title I of the Adult and Dislocated Workers Program are complied with.
2. The service priorities for the Out-of-area Relocation Assistance Activity will be mainly addressed to:
 - Adult And Dislocated Workers who have a job offer that has been confirmed.
 - Those participants that obtained credentials and are duly qualified.
3. If it were determined in the individualized career plan that the participant must be referred to the Out-of-area Relocation Assistance Activity, the following general service strategy will be established:
 - (a) Job search assistance services will be provided within the labor market area.
 - (b) If a nonfunded job is not obtained according to the goals established in the individualized career plan, then the activity is moved to the stage of out of labor market area job search and relocation assistance.
 - (c) If an unfunded job is not obtained according to the goals established in the individualized career plan, then the activity is moved to the stage of out of labor market area job search and relocation assistance.
4. When relocation occurs out of Puerto Rico, the participant will be paid for the cost of the air fare to the selected destiny for its relocation. Likewise, the air fare as well as the moving costs for the family unit members will be paid. Pursuant to the WIOA, a family unit is defined as two or more persons related to each other by consanguinity, marriage, or court decree, who live together in a residence and includes one or more of the following:

[Initialed]

- A. Husband and wife and dependent children
- B. Father, mother or tutor and dependent children
- C. Husband and wife

In order to pay for the family unit related costs, the participant must present evidence of the family composition, according to the definition of the concept under the law. Likewise, housing for the participant can be subsidized for a one-month period (the first one) or until the participant begins to receive a salary. The Career Planner will confirm the latter with the employer.

5. The participant must present written evidence of having a secured job in the United States with a bona fide employer, and that information will be verified. The steps taken related to the job verification will be included in the participant's file. The participant will present three (3) quotes of the requested services. The Career Planner will confirm the information provided in the quotes and will select the most affordable.
6. For each expense, the following maximum amount will be authorized:
 - A. Airplane tickets - \$500.00 per family unit member
 - B. Moving costs - \$2,000.00
 - C. Lodging - \$1,500.00 for the first month or until the participant begins to receive a salary
7. If the costs are higher than what is established in this public policy, the participant's file will be referred to the Local Board to be re-evaluated and for the corresponding action.
8. The participant must incur in the purchase of the airplane tickets, and the costs will be reimbursed in a ten (10) working day period, that will be counted as of the submittal of the purchase evidence. The moving costs and lodging will be directly paid to the suppliers. To these ends, the participant

[Initialed]

must present a copy of the contracts signed to that purpose before the relocation date. If evidence is not presented prior to this date, the participant will be responsible for paying the services and requesting the reimbursement to the Local Area with the adequate evidence.

9. When relocation is out of the labor market area, in Puerto Rico, an analysis of the participant's needs will be conducted, and the moving costs can be paid up to a maximum of **\$500.00**. The participant will present three (3) quotes of the requested services. The Career Planner will confirm the evidence submitted in the quotes, and the most affordable will be selected. The moving and lodging costs will be directly paid to the suppliers. To these ends, the participant must present a copy of the contracts signed to that purpose before the relocation date. If evidence is not presented prior to this date, the participant will be responsible for paying the services and requesting the reimbursement to the Local Area with the adequate evidence.

IV. APPROVAL AND VALIDITY

This procedure will take effect immediately after its approval. It nullifies any other policy and/or guidelines issued about this matter. It will be the Executive Director's responsibility to inform the personnel regarding this procedure within the five (5) days after its approval.

[Signed]

Rafael H. Aparicio Cesaní
President
Labor Development Local Board

April 4, 2018
Date