



**Southeast Labor Development Local Board
Administrative Order 2015-001**

**PUBLIC POLICY TO PRIORITIZE THE ADULT PROGRAM'S INDIVIDUALIZED
CAREER SERVICES AND TRAINING**

DATE: December 8, 2015

TO: Local Board Members, Executive Director, One-Stop Center Operator, One Stop Labor Center Officials

SUBJECT: Public policy to prioritize the adult program's individual career services and training in the One-Stop Career Center

REFERENCES: The Workforce Innovation and Opportunity Act (WIOA, for its English acronym), Sections (3) (5) (B)

The Workforce Innovation and Opportunity Act (WIOA, for its English acronym), Section (134) (c) (3) (E)

Training and Employment Guidance Letter No. 3-15, issued by the Federal Government Employment and Training Administration, of July 1, 2015; "Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act and Wagner Peyser, as amended by the WIOA," and "Guidance for the Transition to the WIOA Services"

Letter issued by the Workforce Development Program on July 22, 2015; Sectors of the Population with Priority for the Adults and Dislocated Worker under the WIOA

PURPOSE: To establish public policy related to the priority of services for the Adult and Dislocated Worker Program participants of the job and training activities of the One-Stop Center System.

JURISDICTION: This Administrative Order applies to the Southeast Local One-Stop Center System.

RECISIONS: None

BACKGROUND: The WIOA, made law on July 22, 2014, superseded the WIA. The WIOA is designed to help people that are seeking a job to access activities and/or employment, education, training and support or assistance services, so that they become successful in the job market and to match employers with specialized workers (skilled workers) they need to compete in the global economy. The Adult and Dislocated Worker Programs, in conjunction with the Employment Service (Wagner Peyser), is fundamental in the One-Stop Center System, which is the basis of the workforce development system. The System must be accessible, focused on the client, and must provide job-driven training.

The WIOA is focused on serving individuals that face barriers to employment, as defined in Section 3 (24) of the WIOA, and it is addressed to guarantee this population's access in a prioritized way.

Section 134 (c) (3) (E) of the WIOA establishes priority requirements in relation to the Adult Program funds allocated to local areas, regarding the job and training activities. The personnel responsible of the funds in the One-Stop Center must give priority to the public assistance beneficiaries, other low-income individuals, or those that have basic skills deficiency. Priority will be given independently of the funds level allocated to the local area.

Section (3) (5) (B) of the WIOA defines "basic skills deficiency" in reference to the Adult Program, as: the individual that is incapable of computing and solving problems, or reading, writing, or speaking English at a level necessary that allows them to function in the job, family, or in society. To evaluate the basic skills, valid and appropriate instruments for the target population will be used.

PUBLIC POLICY: In the Southeast One-Stop Career System the Adult and Dislocated Worker Programs' participants will be given priority regarding the job and training activities, without prejudice to the participants that do not belong to this group. The priority order is the following:

First: The veterans and their eligible spouses that are beneficiaries of public assistance benefits, that have low income, or basic skills deficiency will receive the first priority for services provided with the Adult Program funds

Second: Those individuals that are not veterans or their eligible spouses are included in the priority groups of WIOA Adult Program, in relation to the job and training activities, those that receive public assistance benefits, or others with basic skills deficiency

Third: Veterans or their eligible spouses that are not included in the WIOA priority groups

Fourth: Those individuals that are not included in the WIOA priority groups

To evaluate the basic skills, valid and appropriate instruments for the target population will be used, and the corresponding notations will be made in the participant's file.

GENERAL PROVISIONS: This Administrative Order will be posted in an accessible place in the One-Stop Career Center, so that it may be read by all the clients and participants that visit our physical facilities.

A loose leaf or brochure will be prepared to orient participants in relation to their right to be prioritized at the moment of receiving the individualized career and training services.

VALIDITY: This Administrative Order will be effective until its amendment or derogation by the Local Board.

In Humacao, Puerto Rico on December 8, 2015.

[Signed] _____
Rafael Aparicio Cesanf
President
Local Board