



TITLE: Procedure to Apply the Policy for Underemployed Individuals

VALIDITY: November 15, 2017

APPROVED BY: [Signed]
Mr. Rafael H. Aparicio Cesaní, Local Board President

I. OBJECTIVE:

Describe how does the Policy for Underemployed Individuals will be applied. Determine the eligibility, documents, and case management to justify eligibility and the services to be rendered.

II. REFERENCES:

Policy for Underemployed Individuals, as defined by the Local Board and approved on March 21, 2017. The Workforce Innovation and Opportunity Act (WIOA, for its English acronym) under its Section 134, the Federal Register, Volume 81 No. 161, and “Training and Employment Guidance Letter” (WIOA” (TEGL) No. 19-16) of March 1, 2017

III. DEFINITIONS:

1. Part-time work: When an individual that worked less than 20 hours weekly and is actively searching for a full-time job.
2. Inadequate job position: An individual that is employed in a post that is not compatible with their skills and trainings.
3. Low-income employee: An individual that receives or is member of a family unit that receives or received for the past six months nutrition assistance; their family income does not exceed the 70% cap of the lower living standard income level; is a homeless person and/or disable individual that complies with the requirements of occupying an inadequate job position according to their skills and/or training.
4. Employee with insufficient income: An employed individual whose current income is lower than an 85% of their previous income.

IV. RESPONSIBILITIES:

[Initialed]

This procedure will be applied by the Title I personnel. The designated areas and posts are: Career Planner, Service Assistants, Social Workers, Occupational Counsellors, Managers, and other areas and posts that deal with the participants.

V. DESCRIPTION AND DOCUMENTATION:

By means of the Initial Interview the client's Profile is completed, in which we collect information on the employment current status, skills, abilities, and occupational interests of the client. An underemployed individual, as defined, has to comply with the eligibility criteria of the program in which they will participate. An underemployed individual that meets the low-income criteria can receive the Individualized Career Services and Training on a priority basis in relation to the Adult Program.

In order to determine eligibility according to the Policy for Underemployed Individuals, the participant must present at least one document to evidence and make reference in the Case Management.

1. An underemployed individual is:
 - a) A part-time employee that is searching for a full-time job
 1. Payroll stub
 2. Attendance sheet
 3. Employer letter, and
 4. Certification with Case Management
 - b) An individual that occupies a post that is inadequate, in comparison with their skills and trainings.
 1. Employment Certification
 2. Study Certification (credit transcription or diploma)
 3. Evidence of Certifications and/or trainings
 4. Job description
 5. Certification with Case Management
 - c) An individual that is employed and classified as a low-income individual, as defined in Section 3 (36) of the WIOA in order to evidence part-time employment
 1. Employment Certification
 2. Payroll stub
 3. Calculation to determine income of 70%, if applicable.
 4. And Certification with Case Management
- i - Receives, or has received in the past six (6) months or is member of a family unit that receives, or has received in the past six (6) months, supplemental nutrition assistance from the Program

established under the Food and Nutrition Act of 2008, the TANF Program or other type of public assistance based on their income.

1. Family Affairs Department Certification of PAN eligibility
 2. and/or TANF
 3. And Certification with Case Management
- ii - The individual is part of a family unit in which the family income does not exceed the poverty levels cap or the 70% of the lower living standard income level: *(The participant's record must include the Calculation Analysis.)*
1. Income evidence, according to the eligibility criteria
 - a. Unemployment insurance evidence
 - b. Child support
 - c. Pension
 - d. Retirement
 - e. Payroll stub and/or employer certification
 - f. Others
- iii- A homeless person (as defined in Section 41403 (6) of the Violence Against Women Federal Act of 1994; *(Definition included in attachment)*)
1. Home certification
 2. And Case Management
- iv- Disabled individual whose own income meets Clause (ii) requirements, but is a member of a family that does not comply with said income requirement.
1. Social Security Certification and/or pension
 2. Social Security stub and/or pension
 3. Vocational Rehabilitation
- d. Individuals that are employed, but their income is not enough compared to their former income. The Local Board determines that their income is enough when the yearly salary of this individual represents at least an 85% of the yearly salary earned in their previous job. *(The participant's record must include the calculation evidence.)*
1. Certification from both employers
 2. Payroll stub from both employers
 3. Calculation to evidence at least an 85% of the last income

[Initialed]

An underemployed individual that complies with the low-income definition can receive the Individualized Career Services and Training on a priority basis in relation to the Adult Program.

VI. ATTACHMENT:

Form to summarize the Policy for Underemployed Individuals documentation

VII. VALIDITY:

This procedure will take effect after its approval by the Local Board. It will be the Local Board Executive Director's responsibility to inform the personnel in relation to this procedure within fifteen (15) days after its approval.

[Signed]

Rafael H. Aparicio Cesani
President
Local Board of Southeast Labor Development

Nov -15 - 2017

Date



POLICY FOR SERVICES TO UNDEREMPLOYED INDIVIDUALS

Unemployed Individual	Documentation for Case Management	Handed in
1. An unemployed individual is defined as:		
a) A part-time employee that is searching for a full-time job.	Payroll stub Attendance sheet Employer letter And Certification with Case Management	
b) An employee occupying an inadequate post, when compared to the skills and trainings the employee has.	Employment certification Study certification (credit transcription or diploma) Job description And Certification with Case Management	
c) An employed individual classified as a low-income individual, as described in Section 3 (36) of WIOA.	Employment certification Payroll stub Calculation for income determination	
i. Receives, or have received in the past six (6) months, or is a member of a family unit that receives, or have received in the past six (6) months supplemental nutrition assistance from the Program established under the Food and Nutrition Act of 2008, the TANF Program or other type of public assistance based on their income.	Family Affairs Department PAN certification and/or TANF	
ii. The individual is part of a family unit in which the family income does not exceed the poverty parameters cap or lower living standard income level of 70%	Evidence of income according to the eligibility criteria (unemployment, child support, pension, retirement, and salary) and calculation for income determination	
iii. The individual is a homeless person (as defined in Section 41403 (6) of the Federal Violence Against Women Act of 1994	Home certification Case Management	
iv. A disabled individual whose own income meets the Clause (ii) requirements, but is a member of a family that does not comply with said income requirement.	Social Security Certifications and/or pension Social Security stub and/or pension	
d) Individuals that are employed, but their income is not enough compared to the income of their former employment. The Local Board determines that their income is enough when the yearly salary of said employment represents at least 85% of the yearly salary they earned in their former job.	Certification issued by both employers Payroll stub issued by both employers Calculation of at least an 85% of the yearly income in their former job	
2. An underemployed individual that complies with the definition of low income can receive the Individualized Career Services and Training Services on a priority basis in relation to the Adult Program.		