

CONEXIÓN

LABORAL

ÁREA LOCAL SURESTE

PUBLIC POLICY NO.: CLS-2024-25-02-A

DATE: November 14, de 2024

SUBJECT: Support Services and Needs-related Payments (NRP, for its English acronym)

ADDRESSED TO: Local Board members, Executive Director, One-Stop Career Center Director, Title I-B Program Director, One-Stop Career Center System Officials, and Service Providers

PURPOSE: The purpose of this amendment to Public Policy **CLS-2024-25-02** is establishing norms relating the Support Services and Needs-related Payments (NRP, for its English acronym) to the ends of providing services to participants registered in the Youth, Adult and Dislocated Worker Programs, Trade Adjustment Assistance Program (TAA), and National Dislocated Workers Grants.

JURISDICTION: This Public Policy applies to the Southeast One-Stop Career System, which is composed of the municipalities of Humacao, Juncos, Las Piedras, Maunabo, Patillas, San Lorenzo, and Yabucoa.

I. LEGAL BASE

- Workforce Innovation and Opportunity Act (WIOA), (Public Act 113-128) July 22, 2014)
- Puerto Rico Municipal Code (Act 107 of August 14, 2020, as amended)

- Administrative Bulletin No. OE-2022-034 of June 13, del 2022, to establish the State Workforce Development Board and dismiss the Administrative Bulletin No. OE-2014-064
- Administrative Bulletin No. OE-2014-064
- 20 C.F.R. 680.900 to 680.970. 20 CFR 681.570
- TEGL19-16 - *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rule*, (March 1, 2017)
- TEGL 21-16 - *Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance*, (March 2, 2017)
- TEN 12-21 *Practitioners Guide to Supportive Services* (October 15, 2021)
- TEGL 21-22 *Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs* (June 9, 2022)
- DDEC-WIOA-02-20 *Guidance on Technical Assistance of the Youth Program Elements*
- TEGL 9-22 *Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance*
- WIOA-PP-03-2023 – *Support Services and Needs-related Payments (NRP)*
- WIOA-PP-03-2024 – *Policy and Procedures for Concurrent Client Participation in Workforce Development System Partner Programs*

II. DEFINITIONS

The following definitions are part of this policy:

- 1. Incumbent Worker Training:** A training designed to comply with the special requirements of an employer or group of employers in order to retain a skilled workforce. This training purpose is to provide new skills and knowledge to the existing¹ workers with the end of

¹An incumbent worker is the one that has been working six (6) or more months as a regular employee for the same employer.

increasing their competitiveness and productivity of the business. The training is carried out with the commitment of the employer to retain or avoid the layoffs of the trained incumbent workers.

2. **Adult²:** The term *adult* refers to a person older than 18 years.
3. **Local Workforce Development Area (ALDL, for its Spanish acronym):** The purpose of a local area is to serve as a jurisdiction within a geographic area for the administration of the employment and training activities authorized under WIOA. Also, it is the jurisdiction where partners align the resources at a local level to design and implement general strategies to provide services of the workforce development system.
4. **Pell Grant:** It is the largest federal scholarship program offered to undergraduate college students and is designed to assist students from low-income families.
5. **One-Stop Center (CGU or AJC):** As described in WIOA section 121(e)(2) in each local area must have at least one (1) physical facility accessible where clients searching for a job may access programs, services and activities required by the partners. An integrated center must have the physical presence of at least one Title I employee.
6. **Individual Training Account (ITA):** Payment agreement for training services established with a provider for the benefit of a participant.
7. **Department of Economic Development and Commerce (DDEC):** Puerto Rico government agency designated through Administrative Bulletin No. OE-2022-of June 13, 2022 as administrator and monitor of the federal funds received by the Puerto Rico government under Federal Public Act 113-128 of July 22, 2014 known as Workforce Innovation and Opportunity Act (WIOA).
8. **Individual Service Strategy (ISS, for its English acronym):** It is an individual plan for a youth, which includes an employment goal, appropriate target objectives and the adequate service combination for the participant based in an objective evaluation. The ISS is used as a basic tool so that the local area documents the appropriateness of decisions made on the combination of services, including referrals to other programs for specific activities.

²WIOA section 3(2)

- 9. Family:** It includes two or more persons related by means of blood, marriage and/or court decree, who live in the same residence and are included in one or more of the following categories:
- i. A married couple and dependent children
 - ii. Father, mother, or tutor, and dependent children
 - iii. Married couple.
- 10. Youth:** A person, between the ages of 14 and 24, eligible under the in-school or out-of-school youth categories, who participates in activities and services related to the programmatic elements described in Section 129(c)(2) of WIOA.
- 11. Eligible Training Providers List (ETPL, for its English acronym):** Official list that contains the training service provider programs certified as eligible to offer trainings funded by WIOA. The ETPL offers a description of the training programs and information on: the cost of the training programs, the credentials, the labor market, the results or performance in order to facilitate the consumers election.
- 12. Needs-related payments (NRP):** These are defined under Section 680.930 of the WIOA regulation as financial assistance to participants with the purpose of allowing them to participate of the training services. These payments will be based on a documented financial analysis of participants, their individual circumstances, lack of availability of other resources to provide them, and the level of funds available in the Local Area.
- 13. Individual Employment Plan (PIE, for its Spanish acronym):** It is a an individualized career service, according to section 134(c)(2)(a)(xii)(II) of WIOA, which is developed jointly by the participant and the career planner/case manager when the CGI/AJC operator or the partners deem appropriate. This plan is a continuous strategy to identify employment goals, achievement targets, and an adequate combination of services so that the participant can reach their employment goals.
- 14. Career Planner (Case Manager):** For the purposes of this policy, it is the official that evaluates the participant's needs, recommends and documents the services determined to be meritorious for participation in the activities. This official will refer participants to other agencies or entities that offer this type of services. When certified as unavailable, they may be subsidized with Title I-B funds.

- 15. Workforce Development Program (PDL, for its Spanish acronym):** Program ascribed to DDEC, created by virtue of Act 171-2014, whose function is to administer, counsel, coordinate, and implement the public policy of the workforce development system.
- 16. Trade Adjustment Assistance Program (Trade Adjustment Assistance Act (TAA)):** It is a federal program established by virtue of the Trade Adjustment Assistance Reauthorization Act of 2015 that assists workers that lose their employment or whose working hours and salaries are reduced as a consequence of an increase in imports.
- 17. Support Service:** *Support services* means services such as transportation, children care, dependents care, housing, and needs- payments, which are necessary to participate in activities authorized by virtue of this Act.
- 18. Participant Record Information System (PRIS):** PRIS is the tool for recording the programmatic information of participants authorized under Title I (Youth, Adult and Dislocated Worker Programs) and Title III (Employment Service) of the Workforce Innovation and Opportunity Act (WIOA).
- 19. Dislocated Worker:** An eligible participant under the Dislocated Program of the WIOA in the Local Workforce Development Area System for the purpose of allowing the dislocated worker to receive Career Services and/or Training.
- 20. Trade Readjustment Allowance (TRA):** It is a subsidy that allows eligible participants under the TRA program to continue to receive income while participating in a full-time training course. The amount of each weekly payment of the TRA is based on the weekly amount of the benefits of the unemployment insurance that have been received. To be able to receive the TRA, the eligible participant must have been entitled to receive the unemployment insurance benefits and depleted their right to receive them.

III. BACKGROUND

The support services are necessary to allow an individual to participate in activities authorized by WIOA. Under WIOA Title I, the support services will be provided to the Adult and Dislocated Worker Programs' participants, when these services cover their needs to facilitate their participation in the activities allowable under section 134 (c)(2) y (3). For

the youth program participants, *support services*, as defined in section 129(c)(2)(G), are in the 14 required elements of the programs.³

In addition, to the WIOA Title I Adult, Dislocated Worker, and Youth Programs, there are other competitive grant programs funded by the federal Department of Labor (DOL), which allow funds to be used for the provision of assistance and supportive services. Workforce development professionals should assist clients in identifying appropriate supportive services, particularly in their local community. Coordinations between WIOA-required partner programs, as well as other programs in local communities provided by state government, municipal, nonprofit, community or faith-based organizations can holistically support job seekers and training participants.

WIOA's regulation allows Local Workforce Development Boards (JL DL) discretion to provide such support services as they deem appropriate in their local area, subject to conditions established by WIOA. They will coordinate with other entities to ensure non-duplication of resources and services, and may establish limits on the amount and duration of such services. Support services do not necessarily have to be awarded at the beginning of participation, but rather as the need for the service arises.

Payments related to support or assistance services will be made by the Fiscal Agent through direct payment or reimbursement, as applicable, following the established rules and procedures. All recommended and approved services as well as the required documentation will become part of the participant's file.

IV. PUBLIC POLICY

A. Support service to adults, dislocated workers, and youths

What follows is a support or assistance services list allowed by WIOA to the participants named in an activity and during follow up. This list does not intend to be exhausting or exclusive of the allowed services:

³DDEC-WIOA-02-20 Guidance on Technical Assistance of the Youth Program.

1. Links to community services
2. Assistance for transportation
3. Assistance for child care and dependent care
4. Assistance related to housing
5. Needs-related payments (NRP)
6. Assistance for educational tests
7. Reasonable accommodation for disabled persons
8. Legal assistance services
9. Referrals to health care
10. Assistance for uniforms or other appropriate workplace attire
11. Assistance for items related to trainings, such as: textbooks, fees, school supplies, and other necessary items for students enrolled in postsecondary classes
12. Payments of application fees, tests and certifications related to employment and training
13. Stipends for adults and dislocated workers while they participate in Individualized Career Services. In the particular case of youths, these may be authorized while they are participating in the elements that do not imply wage payments.
14. Per diem.

B. Eligibility and determination of the participants's needs

The determination of the need of assistance or support services for eligible participants will be the result of the objective and comprehensive assessment and will be evidenced in the Individual Employment Plan (PIE, for its Spanish acronym) in the case of adults and dislocated workers, or Individual Service Strategy (ISS, for its English acronym) in the case of youths. Assistance or support services are not an entitlement that is acquired by participation in the programs. The provision of support services is determined by the particular economic and employment and/or training of each individual enrolled in Title I of WIOA.

Assistance or support services can only be offered to individuals that:

- a. Are participating in career services or training as defined in sections 129(c)(2) and 134(c)(2)-(3) and are able to obtain assistance or support services through other programs that provide said services.
- b. Assistance or support services can be offered to youths during their participation in activities defined in section 3(59) of WIOA, under Element 7 (Support Services) or after their exit as a component of Element 9 (Follow-up Services) of the Youth Program.
- c. Services are only allowed for the participant's expenditures. Support services cannot cover expenditures of their family members or other persons that can be sharing the same household.
- d. Persons enrolled in an Incumbent Worker Training funded by Title I of WIOA are not considered participants and, therefore, are not eligible to receive support services unless they are also enrolled in one of the Title I of WIOA programs (Youths, Adults or Dislocated Workers).

C. Support services not allowed

The following are prohibited from being purchased or paid for with WIOA Title I funds:

- a. Goods or services acquired or received before designating participants in Title I of WIOA programs
- b. Fines and sanctions, such as traffic violations, late payment fees, and interest payments
- c. Entertainment, including tips
- d. Contributions or donations
- e. Car loans payments
- f. Child support
- g. Purchasing cigarettes or marijuana, alcoholic beverages, or firing guns
- h. Taxes, except for sales tax and gasoline taxes
- i. Pet foods
- j. Items for family or friends
- k. Job searching expenditures and relocation outside the state that pays for the prospective employer

- l. Purchase of illegal goods or services by virtue of any or federal, state or municipal statute
- m. Union dues
- n. Debts that have being turned over to a collection agency
- o. Any other element that is not required for the participant to successfully complete training and achieve employment objectives.

All costs will be considered unallowable and funds used to pay for these items or services must be reimbursed to the corresponding source of Title I of WIOA. When the provision of a support service is considered an unallowable cost, the paraticipant's support service record and the record in the PRIS system must be updated to reflect this determination.

D. Documentation requirements

Since support services are paid directly to or on behalf of eligible participants, JDLs must maintain sufficient documentation to ensure that the expenditures are allowable and used for their intended purposes. At a minimum, documentation should include:

1. Determination of the participant's need for support services included in the participant's PIE/ISS. A budget analysis form and/or Self-Declaration of Need form signed by the participant reflecting the participant's financial situation will be included. An explanation regarding the need for services must be included in the participant's case notes in the PRIS system.
2. Case notes confirming that the necessary support services were not available through other programs that provide such services or that urgency of necessary support service was of such extend that the referrals to other resources would delay the provision of support services and create difficulties to participant.
3. Records of payments to providers, including date of receipt, amount of payment, check/voucher number, etc., when applicable.
4. Registration or Schedule of Classes to verify the study schedules.

5. Proof/verification of attendance at training(s). Attendance sheets will be signed by the participant and the official(s) responsible for certifying attendance.
6. For participants receiving child care or dependent care assistance, documentation of other resources explored.
7. If support services are provided in the form of reimbursement, include documentation showing the specific need that was reimbursed and proof of payment by the participant.
8. In the case of participants receiving NRP payments, they must also include:
 - a A copy of the declaration of eligibility for the Unemployment Insurance benefit or a confirmation that unemployment insurance benefits have been exhausted, if applicable.
 - b Evidence of participation in training, such as a copy of the ITA(s) or attendance records for each training period (quarter, semester, year).
 - c Signature of the participants certifying that they have understood the requirements and instructions for payment of the NRP.
9. In the Appointment Form service(s), number of hours authorized, and the cost of the activity will be identified.

E. Payment methods

The JLDL may use different payment methods depending on the type of support service provided. For each support service provided, the JLDL and the Fiscal Agent will exert the maximum supervision level, responsibility and internal controls to guarantee that the service is used for its intended purpose.

F. DESCRIPTION AND APPLICABILITY OF ASSISTANCE OR SUPPORT SERVICES

- 1. STIPENDS:** Financial incentive aimed at providing the participant with a stipend for their

sustenance and general welfare, so that participant can effectively participate in program activities.

The stipend will be paid directly to the participant by direct deposit or as an exception by check when the participant does not have a bank account. It is the equivalent of an hourly attendance allowance, if part of the time is absent, adjustments will be made accordingly.

- Adult and Youth Program: **\$8** per attended hour is approved.
- Dislocated Worker Program: **\$12** per attended hour is approved.

2. NEEDS-RELATED PAYMENTS (NRP): Financial assistance provided to participants, adults, dislocated workers and out-of-school youths, ages 18 to 24, to enable them to participate in training activities. In the particular case of adults and dislocated workers, active participants in the following activities are eligible to receive NRP, if they meet the criteria set forth below:

- a) Occupational skills development
- b) Trainings operated by the private sector
- c) Corporate training
- d) Adults Education and Literacy provided in combination with the previously described training services.

In relation to young people, it only applies to those who are participating in training under the Individual Training Accounts (ITA) modality. The NRP payment is classified as non-taxable income by the Internal Revenue Service (IRS).

Out-of-school Adult and Youth Program (18 to 24 years):

Direct payment to participant, which will be authorized to those who comply with the following requirements:

1. To be unemployed
2. Not qualifying for or having exhausted unemployment insurance compensation, and
3. Be enrolled, on a full-time basis, in a training program pursuant to section 134(c)(3) of the WIOA Adults Program and section 129 (c) (2) of WIOA for the out-of-school

youths between 18 to 24 years. In relation to the Adult Program, the training activity does not include activities related to the development of occupational skills in a workplace: On-the-Job Training, Customized Training and Incumbent Worker Training, and

4. Once enrolled they must be in compliance with the attendance and academic achievement requirements applicable to the activity, as stipulated in this public policy.
5. The NRP per attended day will be paid according to the academic calendar. The Career Planner will make sure, as part of the case management, the participant is attending regularly to the training and will make it evident in the participant’s file.

For the eligible participants, under the Adult and Out-of-school Youths Program, needs-related payment will not exceed the applicable level of weekly payment corresponding to the unemployment insurance compensation benefits for participants that were eligible in this compensation.

If participant does not qualify for the unemployment insurance compensation, weekly payment cannot exceed the poverty level (Lower Living Standard Income (LLSI)) for the equivalent period. Given the reduction of funds, the Local Board has determined that the payments level will be the following:

Family Composition	Annual Family Income⁴	Daily Payment	Biweekly Payment
1	11,837.70	\$25.00	\$250.00
2	19,396.30	\$35.00	\$350.00
3	26,621.70	\$45.00	\$450.00
4	32,867.10	\$55.00	\$550.00

⁴ To determine the 70% of the salary, the 2024 Lower Living Standard Income Level Table (LLSIL) published by PDL on May 6, 2024 was used.

When both spouses participate in training simultaneously, if both qualify for the NRP, one of them will receive the NRP for himself/herself and his/her dependents, excluding the spouse, who will receive it as an individual.

It will be the Executive Director's responsibility in coordination with the Title I-B Program's Director to update the information related to the annual family income using as a base the Lower Living Standard Income Level Table (LLSIL) published annually.

Dislocated Worker Program

To receive the NRP, a dislocated worker must:

1. Be unemployed and,
 - a. be ineligible for or having stopped receiving the unemployment insurance compensation benefits or subsidies by virtue of the TAA Program, and
 - b. be enrolled in training under article 134(c)(3) of WIOA, before the end of the thirteenth (13th) week after the most recent layoff, which resulted in the determination of eligibility as dislocated worker, or, if later, before the end of the eighth (8th) week after the workers have been informed that their short-term layoff will exceed six (6) months.
2. Be unemployed and ineligible to receive unemployment insurance compensation benefits or TRN subsidies under the TAA Program and enrolled in a training program according to section 134 (c) (3) of WIOA.
3. If a participant begins receiving unemployment insurance compensation after their eligibility determination, the participant will not receive the NRP until he or she concludes receiving this benefit. In the case that a participant begins working in a part-time job, income will be evaluated according to the table established in this policy, and if it is within the parameters, it will not affect the NRP the participant receives. If the income limit established in the family compensation table is exceeded, the participant will not receive the NRP.
4. Once enrolled, participants must be in compliance with the attendance and academic achievement requirements applicable to the activity as established in this public policy.
5. The NRP will be paid per attended day according to the academic calendar. The Career Planner will make sure, as part of the case management, that participant is attending

regularly to training and will evidence it in the participant's file. Participants that do not attend for reasons of sickness, vacations or holidays will not be paid. If the education institution does not interrupt services during holidays, payment will be authorized, if participant presents evidence of attendance.

6. Regarding the academic norms, the academic progress of students is verified every time the class period ends, be it bimonthly, quarterly or biannually. If the student's grades are low, in order to verify the participants's progress, a call to the institution will be made. Upon receiving this information, the participant will be given an appointment by the Social Worker or Occupational Counselor, to trace an academic plan to allow participant improve their grades. Afterwards, if participant continues having low grades, meaning D or F, will be notified that WIOA will not continue financing their studies.

For dislocated workers, payments cannot exceed the greater of the following levels:

- a. The weekly level applicable of the unemployment compensation for the participants that were entitled to receive employment compensation benefits as a consequence of a layoff (according to the eligibility requirements of the Dislocated Worker Program), or
- b. If the worker is not entitled to receive unemployment insurance compensation, the weekly payment cannot exceed the poverty level (*Lower Living Standard Income* (LLSI)) for the equivalent period. The Local Board has determined that the level of payments will be as follows:

The NRP will be awarded to the dislocated workers that qualify for unemployment compensation benefits, when these benefits end, provided that participants have been enrolled in training before week number 13 since their dislocation date. This will apply to temporarily dislocated workers except that it will apply to the eighth (8th) week. If the Training Program ends before the participant depletes the unemployment compensation benefits, will not be entitled to receive the same.

To determine this amount, the Career Planner will use the poverty level guidelines in effect at the moment or evaluating the particular situation of participant. The Career Planner will identify the

size of the dislocated worker’s family and will determine the corresponding salary level. This salary level will be divided by 52 (weeks) to determine the corresponding salary level according to the cited guidelines.

Family Composition	Annual Family Income ⁵	Weekly Payment	Biweekly Payment
1	11,837.70	\$227.65	\$455.30
2	19,396.30	\$373.01	\$746.02
3	26,621.70	\$511.96	\$1,023.92
4	32,867.10	\$632.06	\$1,264.12

Payment level under this category can be adjusted due to changes in the family size income level. When both spouses participate of the training, simultaneously, if both qualify for NRP, one of them will receive NRP for themselves and their dependents, excluding the spouse, who will receive it as an individual.

3. PER DIEM

In this support service category, the need for food the participant has during the time they participate in the activity is taken care of. Meals may be paid for taking into consideration the activity itinerary. Service eligibility is determined on an individual basis according to the participant’s need when the activity schedule warrants it. An \$8 incentive per day will be provided directly to the participant whose period of activity is five hours or more per day. This applies both to morning and evening itinerary. This itinerary can be consecutive or may occur during the recess period. Pueden ser consecutivas o que haya un receso durante el periodo. The class registration or class schedule will be used to verify study schedules.

If determined, the food purchases must be limited to reasonable and necessary purchases that must be coordinated, as possible, with other community, state, or federal services that provide food to low

⁵ To determine the 70% of salary, the 2024 Table of Income Level (LLSOL) published on May 6, 2024 by PDL was used.

income persons. The Fiscal Agent must have written policies and procedures to buy and distribute foods to ensure a coherent treatment of this type of expenditures.

4. TRANSPORTATION

Financial aid, provided on account of support services for transportation, will be paid biweekly and directly to the participant if the participant uses their vehicle or alternate transportation, and will be subject to the participant's need. Payment will be made according to the attendance days, as authorized, and will be evidenced by the Attendance Sheet.

Participants residing in the municipality in which the activity is conducted and whose residence is located less than four (4) miles from the site will be granted the fixed amount of **\$3** per trip, for a total of **\$6** for the round trip leg.

If the activity takes place in a municipality different from the participants residence, the **Mileage Calculator** tool of the Department of Transportation and Public Works of the Government of Puerto Rico, which is available on its web page in order to calculate the distance between one point and the other will be used. A **\$0.40** rate per mile for both-way trip will be applied up to a maximum of **\$25** per day. The latter will also apply to participants residing in the municipality in which the activity takes place, but their residence is located more than four (4) miles away from the place of the activity.

The place of residence will be established by analyzing the documents evidencing the place of residence included in the participant's file.

5. DEPENDENTS CARE

This service will be authorized to those participants that have dependents older than 60 years or dependents of 14 years or older that present some sort of physical or mental disability and require to be taken care of or protected while participant is active in any activity sponsored by the Local Area, if participant is responsible for their care. Participant must present evidence that the dependent cannot take care of themselves to conduct routine activities.

The Career Planner and/or designated person will consider in first instance the provision of services and/or financial aid required by participant through any of the Compulsory Partners. If participant

needs this service, the Career Planner and/or designated person will be responsible of coordinating the provision of said service through the Family and Children's Affair Administration (ADFAN), which is ascribed to the Family Affairs Department, as well as any other for-profit or nonprofit agency delegated by the state, municipality or community-based organization to take care of this need.

When there is an **Official Certification from the agency or entity** to which participant was referred, indicating that it does not have the necessary funds to provide these services, the Career Planner and/or designee may assign the support service through WIOA.

Service will not be authorized when it is offered by a family member or person residing in the participant's home.

Payment will be made according to the days attended, as authorized, and will be evidenced by the Attendance Sheet. It has been determined that the federal minimum wage or the state minimum wage whichever greater will be paid per attended day per family nucleus. Two (2) additional hours will be included in the computation of hours attended to cover the period of time that the participant uses to travel to and from the workplace or training.

Payment to participant will be made upon presentation of the receipt of payment made to the caregiver.

To evidence the expenditure besides those expenditures that apply to Part III-D of this policy, the following documents related to the dependent will be requested:

- Medical Certificate
- Original Birth Certificate (a copy will be filed in the participant's record)

In relation with the caregiver, the following documents will be requested:

- Certificate of Good Conduct
- Health Certificate
- Act 300 Certificate
- Copy of photo ID
- Evidence of residence

The Family Composition document that is included in the file will be used to verify that the dependent is part of the family group.

6. CHILD CARE

The Career Planner and/or designee will consider the provision of services and/or financial aid required by the participant, in first instance, through any of the Compulsory Partners.

Should any participant need this service, it will be the Career Planner and/or designee responsibility to coordinate the provision of such service through the Administration for Integral Development of Childhood (ACUDEN), ascribed to the Family Affairs Department, as well as any other for-profit or nonprofit agency delegated by the state, municipality or community-based organization to attend this need.

When there is an **Official Certification from the agency or entity** to which a referral was made determining that said agency or entity does not have the necessary funds to provide these services, the Career Planner and/or designee may assign this support service through WIOA.

This service will be authorized to those participants that have eligible children requiring to be taken care of or protected while the father, mother or legal tutor are participating in any activity sponsored by the Local Area. The eligible children will be:

- Children **4 years old or younger**
- Children **between the ages of 5 and 13** who are out of school due to **school vacations**
- Children **between the ages of 5 and 13** who are out of school and require care because the **participant's activity is at night and/or ends at 6:00 p.m., or later.**
- Children **between the ages of 5 and 13** who have a partial school day (interlocking) and require care during a period in which participant **is in the activity.**

Service will not be authorized when it is offered by a family member or person residing in the participant's home.

To verify expenditures besides those that apply on Part III-D of this policy, the following documents related to the minor or minors will be requested:

- Original birth certificate (a copy will be included in the participant's file)
- Evidence of of spouse or partner's work schedule, if applicable.

In relation with the caregiver, the following documents will be requested:

- Certificate of Good Conduct
- Health Certificate
- Act 300 Certificate
- Copy of photo ID
- Evidence of residence

The document related with the Family Composition included in the file will be used to verify that the child is part of the family group.

Payment will be made per day attended according to the days authorized, and it will be evidenced using the Attendance Sheet. It has been determined that the federal minimum wage or the state minimum wage, whichever greater per attended hour per child, and **\$3 per additional child per hour**, up to a maximum of **\$19.50** per attended hour, per family nucleus, since the service will only be offered up to a maximum of three (3) children per family unit. Payment will be made to participant after presenting the receipt of payment made to the caregiver. If the children to be taken care of have any type of functional diversity, it has been determined that the federal minimum wage or the state minimum wage whichever greater, per hour attended per child will be paid, and **\$4.00** per hour, per additional child, up to a maximum of **\$22.50** per attended hour per family nucleus, since the service will only be offered up to a maximum of three (3) children per family unit. Payment will be made to the participant upon presentation of the receipt of payment made to the caregiver.

In both circumstances, two (2) additional hours will be included in the computation of attended hours to cover the period of time that participant uses to travel to and from workplace or training.

7. Housing Services (Lodging)

For housing services, the need for lodging services during the period of time of the training activity to which participant has been assigned will be considered. Lodging services will be offered to participants active in training services activities through the modality of Individual Training Account, (ITAs) that take place in municipalities outside the jurisdiction of the geographical area of services of the Southeast Local Area.

A maximum of **\$400** monthly may be awarded on account of lodging services. The participant will be responsible for paying the owner of the property and will present evidence of payment. Payment will be made via reimbursement. If payment of a fine is required, it will be paid by participant, and it will not be reimbursed. No payment will be made for lodging services provided by relatives within the first four degrees of consanguinity (parents, children, grandparents, grandchildren, siblings, aunts and uncles, nieces and nephews, and first and second degree of affinity (spouses, spouse's father and mother, spouse's grandparents, spouse's grandchildren, and spouse's brothers and sisters).

During the academic breaks not exceeding fifteen (15) calendar days per month, the entire monthly amount may be reimbursed upon presentation of evidence of enrollment and the academic calendar.

To evidence expenditure besides those expenditures applying to Part III – D of this policy, the following documents will be requested:

- Verification of the place where participant will lodge. This visit will be made by the Career Planner or other designated official.
- Copy of the contract with the lessor
- Evidence of payment

8. UNIFORMS

Based on participants's needs, the purchase of uniforms maybe authorized for the performance of the participant for those activities that require it and are not included in the agreements established with the educational institution and/or the employer. A maximum of **\$100** is authorized for uniform or other clothing, and a maximum of **\$100** is authorized for the purchase of shoes or work boots for a maximum of **\$200.00** for both items. Payment will be paid by reimbursement, and the following documents will be required to evidence the expense in addition to those applicable to Part III - D of this policy:

- Receipt of purchase
- Certification of the educational institution and/or justification of need by the employer
- Certification of Career Planner establishing that their request was evaluated and that what is requested is not included in the proposal and/or contract. Certification will be endorsed by the Programmatic Services Manager and Title I-B Program Director. Copy of certification will be included in the participant's file.

9. LICENSES, REVIEWS, OR CERTIFICATIONS

Based on the participants' needs and the requirements of the educational institution and/or employer, payment is authorized through reimbursement of the following:

- Reviews
- Licenses
- Certifications

Reimbursement may be paid up to a maximum of **\$500** per participant. If the cost of service exceeds the authorized maximum, the Executive Director will request in writing to the Local Board authorization to pay. If payment is not authorized, reimbursement will be made according to what is established in this policy. To evidence expenses besides those that apply on Part III-D of this policy, the following documents will be required:

- Payment receipt of the company to which the service was paid
- Certification of the educational entity and/or employer justifying the need.

10. CERTIFICATES, PROOF OF INTERNAL REVENUES, DOPING TESTS, PHOTOS AND OTHERS REQUIRED FOR THE ENROLLMENT OR RECRUITMENT PROCESS

Based on the participants' needs and the educational institution and/or employer's requirements, payment is authorized through reimbursement of the following:

- Health Certificate
- Certificate of Good Conduct, if unable to obtain it through internet
- Act 300 Certification
- Birth Certificate
- Photos
- Internal Revenue stamps or receipts
- Doping tests
- Credit transcripts
- Others

To evidence expenditure besides those expenditures applying to Part III – D of this policy, the following documents will be requested:

- Payment receipt of the company to which the service was paid
- Certification of the educational entity and/or employer justifying the need.

11. MATERIALS, BOOKS, AND SPECIAL SERVICES

Based in the participants' needs purchase of safety glasses, materials related with training, books and tools related to work, including items such as eyeglasses, sunglasses and eyes protection equipment not included in the agreements established with the Service Provider may be authorized. A maximum of **\$250** per unit may be authorized. If materials exceeded this cost, the Executive Director will evaluate the request, as presented, in writing, by the Program Director and will authorized purchase subject to funds availability. If purchase is not authorized, the amount established in this policy will be reimbursed. The Fiscal Agent will make the purchases inherent to this service. Also, work-related tools may be purchased, including items such as sunglasses and eye protection equipment or other materials adapted

to participants with functional diversity that cannot be provided by the Rehabilitation Administration or another program. To evidence expenditure besides those expenditures applying to Part III – D of this policy, the following documents will be requested:

- Certification of the educational entity and or employer justifying the need
- Career Planner Certification establishing that request was evaluated and what was requested is not included in the proposal and/or Contract. Certification will be endorsed by the Programmatic Service Manager and the Title I-B Program Director. Copy of Certification will be included in the participant's file.

F. Support services for participants with concurrent participation in more than one program

A participant of the Adult or Dislocated Worker Programs may receive support services when participating in career services or training funded by the CGU/AJC partners or other financing sources, if services are included in the participant's PIE approved by the CDU/AJC's Career Planner. This access to support services provides participant with the necessary resources to participate in career services and training that are not directly funded by the Adult or Dislocated Worker programs, but that the participant and the Career Planner deem necessary and appropriate for the participant to achieve the employment and training goals identified in their PIE. Access is allowed if:

1. A program that is paying tuition of training and does not belong to Title I of WIOA was selected.
2. Participant is eligible and is enrolled in a Title I-B program of WIOA.
3. The individual has received, or is receiving, at least one service that triggers one participation, provided by a Title I-B program. This requisite is minimally satisfied by the development of an individual employment plan.⁶

⁶Since support services do not activate or expand the participation of adults and dislocated workers, there must be an accompanying Title I funded career service to trigger an episode of participation.

4. The support service provided is an allowable service.
5. The need for the service is included in the participant's employment individual plan.

Both the support service and the service provided by the partner or another program are recorded in the PRIS system. Support services that are not funded by the Adult or Dislocated Worker Programs must be entered in the PRIS system as a funding source under "Others". However, for services provided by a partner program that also uses the PRIS as its case management system, entering the service through the associated program is sufficient. It is not necessary to duplicate service entries when a participant is concurrently participating in various programs that record their data in PRIS.

Documenting expenses related to support services through case notes will avoid duplicity of expenses between WIOA and other programs subsidized with federal funds.

Expenses related to trainings allowed as support services during concurrent participation

Training expenses related to trainings paid by other than Title I of WIOA programs, such as Vocational Rehabilitation (AVR), Youthbuild, Trade Adjustment Assistance (TAA, for its English acronym), other funds under the DOL or other partners may be financed by Title I as support service if these comply with the aforementioned requirements, and:

1. A non-Title I program was selected that is paying training tuition
2. Cost of expenses related to allowed training are not covered by Pell Grant, other financial aid programs or private scholarships, and
3. The case manager or career planner did not have direct participation in the training selection process, which prevents from granting an Individual Training Account (ITA, for its English acronym) financed by Title I of WIOA.

Support service as an allowable expense to compute the WIOA Title I Youth Program Work Experience Element (ET, for its Spanish acronym)

Service support expenses that enable youths to participate in activities under the Work Experience Element count toward the calculation of the 20% minimum required expense of the local Youth Program Title I-B funds in activities under that element.⁷

⁷TEGL 9-22

V. SEPARABILITY CLAUSE

Should any provision of this public policy were challenged by the Court and declared unconstitutional or null, said decision will not affect, impair or invalidate the remaining provisions of this public policy, but its effect will be limited to the provision or topic specifically indicated. Nullity or invalidity of any provision or topic will not affect or impair in any way its application or validity in any other case, except when is specifically and expressly invalidated for all cases.

VI. CONTRACTING

The contracts will be worked in faithful compliance with Law No. 18 of October 30, 1975, as amended, Regulation 33: Registration of Contracts of the Office of the Comptroller of the Commonwealth of PR, Circular Letter OC-21-11 of May 12, 2021, issued by the Comptroller of PR, and any other applicable legislation.

VII. COMPLIANCE

Compliance with the provisions and requirements established in this public policy will be evaluated by the Monitor ascribed to the Local Board as part of its functions. Minimally, the monitor shall evaluate compliance with the provisions of this public policy regarding the authorization and payment of support services to participants in the Adult, Youth, and Dislocated Worker Programs. Any suspected or alleged fraudulent activity detected during the monitoring process must be reported immediately to the Office of Inspector General of the Federal Department of Labor, pursuant to 20 CFR 683.620.

VIII. FAIR PRACTICES AND ACCESSIBILITY

All persons will have equal opportunity and equal access to services and physical facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or veteran status. Staff members will be responsible for ensuring the necessary support for participants with disabilities who have a need for assistance in accessing CGU/AJC's facilities and services.

IX. REQUIRED ACTION

The Local Board Executive Director and the Title I-B Program Director will be responsible for disseminating this public policy, as well as training the One-Stop Career System Officials in relation to this public policy. In addition, they will answer all inquiries or requests for information related to it. The Executive Director of the Local Board will be responsible for sending a copy to the Evaluation Specialist of the Office of Planning, Evaluation, Validation and Statistics of the Labor Connection Program, no later than sixty (60) days after its approval.

The Executive Director, in coordination with the Title I-B service provider, will draw up a procedure which will be evaluated by the Local Board. It will be developed according to the provisions established in this policy. The procedure will include the processes inherent to determination, evaluation and adjudication of support services, as described in this policy.

X. AMENDMENT

Public Policy **CLS-2024-25-02** is amended, Support Services and Needs-related Payments (NRP, for its English acronym), approved on July 30, 2024.

XI. VALIDITY

This amendment to Public Policy **CLS-2024-25-02** will be enforced until it is amended or repealed by the Executive Committee ascribed to the Local Board. It was evaluated and approved at a meeting of the Executive Committee ascribed to the Local Board, on November 14, 2024, with three (3) members present. The amendments will become effective on December 2, 2024.

For the record, I hereby sign this public policy in Humacao, Puerto Rico, on the 14th day of the month of November of the year 2024.

Juan M. Méndez Rosa, Atty.
Local Board President

