

COMMONWEALTH OF PUERTO RICO
SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD, INC.

**PUBLIC POLICY FOR WORK EXPERIENCE ACTIVITIES AND
INTERNSHIPS FOR THE ADULT AND DISLOCATED WORKER
PROGRAM**

Section 1. The Southwest Local Workforce Development Board, Inc. based on Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA), establishes Public Policy for Work Experience and Internship Activities for the Adult and Dislocated Worker Program.

Section 2. For purposes of WIOA, Section 134 (c)(2)(A)(xii)(VII), 20 CFR Section 680.160 and 20 CFR 680.170, Internships and Work Experience are planned as a structured learning experience that occurs at a worksite for a limited period of time. The length of time will be 480 hours per participant for Work Experiences for the Adult and Dislocated Worker Program and 375 hours per participant for Internships for the Adult and Dislocated Worker Program. Work Experiences and Internships must be connected to occupations and careers.

The Work Experience Activity shall be targeted to individuals who have never worked; who have not had significant participation in the labor force or who have been out of work for a long period of time and their basic skills and good employment habits have been affected. Any exceptions must be adequately justified by the Case Manager, taking into consideration the occupation or occupations in which they have worked, work habits and skills developed in those occupations or jobs, reasons for termination of employment, among others.

Academic and Occupational Education Components

The academic and occupational education component refers to the contextual or theoretical learning that accompanies a work experience. It includes the information necessary to understand and work in particular industries and occupations. Section 20 CFR 681.600, states that work experiences must include an academic and occupational education component. The educational and occupational component may occur on or off the job site. Outside resources from educational institutions and mandated system partners will be utilized. You will be offered 20 hours of academic and occupational component.

Section 3. Adult Program Eligibility Determination

Reference: 20 CFR 680.120/134(c)(3)(E) and July 22, 2015 Letter to Executive Directors from Ms. Coralie Cordova.

Any adult who meets the eligibility criteria may participate in the Work Experience and Internship Activity. An adult is considered an adult if he/she meets the following characteristics:

- An adult's eligibility is determined at the time of application for services. This determination will remain intact for the period of their participation in the program.
- All applicants must be United States citizens, lawfully admitted permanent residents, refugees or on probation, lawfully admitted or other persons authorized by the Attorney General of the United States.
- All participants must be in compliance with the provisions of Section 3 of the Military Selective Service Act.
- All persons to receive services must be eighteen (18) years of age or older.
- Public Assistance Recipient, Low Income and Basic Skills Deficient.

Once determined eligible the participant's case management process will be documented using the Comprehensive and Client-Centered Assessment (AJC-MC-002 Rev. May 2017) and the Individual Employment Plan (AJC-MC-003 Rev. May 2017).

Section 4. Dislocated Worker Program Eligibility Determination

Reference: 20 CFR 680.130, July 22, 2015 Letter to Executive Directors from Ms. Coralie Cordova, Section 3(15)(E), TEGL 22.02 and Section 3(16)(A) and (B).

Any dislocated worker who meets the eligibility determination may participate in the Work Experience and Internship Activity.

A dislocated worker is considered a dislocated worker if he or she meets the following characteristics:

- A dislocated worker's eligibility is determined at the time of application for services. This determination will remain intact for the period of their participation in the program.
- All applicants must be United States citizens, lawfully admitted permanent residents, refugees or on probation, lawfully admitted or other persons authorized by the Attorney General of the United States.
- All participants must be in compliance with the provisions of Section 3 of the Military Selective Service Act.
- All persons to receive services must be eighteen (18) years of age or older.
- The Career Planner will document the process using the following documents: AJC-AP-026, AJC-AP-025, AJC-MIS-024 and AJC-MIS-025.

A Dislocated Worker is considered a person who:

- a. You have been laid off or have received a notice of layoff or termination of employment; and you are eligible for or have exhausted the right to unemployment insurance compensation; or
- b. Has been employed long enough (at least three months) to demonstrate, to the appropriate entity in a One-Stop Management Center, significant participation in the labor force, but does not qualify for unemployment compensation because of insufficient earnings or has performed services for an employer who was not covered under state unemployment compensation law; and is not likely to return to his or her previous industry or occupation; or
- c. Has been laid off or discharged or has received a notice of layoff or discharge as a result of a permanent closing or substantial layoff of a factory, facility, or enterprise; or
- d. Is employed in a facility where the employer has made a general announcement that the facility will close within the next one hundred and eighty (180) calendar days; or
- e. For purposes of eligibility for services other than training services, career services, or support services, is employed in a facility where the employer has made a general announcement that the facility will close; or
- f. You were self-employed (including employment as a farmer, fisherman, or rancher), but are unemployed as a result of general economic conditions in the community in which you reside or natural disasters; or
- g. Is a displaced homemaker (displaced housewife). A displaced homemaker is a person who has provided unpaid services to family members in the household who: (a) has been dependent on the income of another family member, but no longer has this income; and (b) is unemployed or underemployed and experiencing difficulty in obtaining employment or upgrading employment.

- h. Is the spouse of a member of the armed forces on active duty, as defined in Section 101(d)(1) of Title 10, United States Code, and has experienced a loss of employment as a direct result of a relocation to a permanent change of such member or the spouse of the active duty member in the armed forces and is unemployed or underemployed and is experiencing difficulty in obtaining or improving in employment.

Once determined eligible the participant's case management process will be documented using the Comprehensive and Client-Centered Assessment (AJC-MC-002 Rev. May 2017) and the Individual Employment Plan (AJC-MC-003 Rev. May 2017).

Section 5. Work Experiences may be paid or unpaid, as applicable. An Internship or Work Experience may be conducted in the private sector (for-profit or not-for-profit) and in the public sector.

Section 6. Regular labor laws apply wherever a Work Experience occurs, where an employee-employer relationship exists, as defined by the Fair Labor Standards Act.

Section 7. This Public Policy will become effective immediately upon approval by the Local Board and replaces the previous one.

Supporting documents: AJC-MC-003 Rev. May 2017 and AJC-MC-002 Rev. May 2017.

In San Germán, Puerto Rico, this 26th day of April 2020.



Roque Abad Ramírez Palermo, WDB Local Board Chairman