

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

**PUBLIC POLICY ON CAREER PLANNING FOR YOUTH,
ADULT AND DISLOCATED WORKER PROGRAM PARTICIPANTS**

Section 1. The Southwest Local Workforce Development Board, Inc., establishes Public Policy based on Public Law 113-128, which creates the Workforce Innovation and Opportunity Act, to establish career planning for participants in the Youth, Adult and Dislocated Worker Program.

Section 2. Introduction

The Workforce Innovation and Opportunity Act (WIOA), July 22, 2014, is designed to help job seekers gain access to job openings, education, training and support services to succeed in the job market and employers gain access to employees with the skills to compete in the global economy.

Career planning is a component of individualized core services, not a one-time activity. It is an ongoing service provided to adults, dislocated workers, and youth to ensure their success in WIOA activities. It is a participant-centered service while providing them with services designed to:

- Prepare and coordinate comprehensive employment plans to ensure that they have access to the workforce development activities they need, as well as support and training services, and
- Provide employment, training and career counseling, as appropriate, during program participation and after placement.

Section 3. Law Reference

Public Law 113-128 of July 22, 2014 - Workforce Opportunity and Innovation Act, Chapter 2, Sections 3(8), 134(c)(3).

Workforce Innovation and Opportunity Act (WIOA) Federal Regulations, Sections 680.210, 680.220 and 681.420.

Section 4. General Provisions

1. The Individual Employment Plan is one of the Career Services offered to adults and dislocated workers determined to be in need of such service; it is not a condition of receiving services.
2. In the particular case of the Youth Program, will develop and maintain an updated Individual Service Strategy based on the individual need of each participant that is directly linked to performance indicators and identify career pathways that include education and employment.
3. After an interview, assessment and career planning, prior to deciding if the participant is eligible for training activity the Career Planner will consider the following:
 - a. If the participant is eligible to participate in a training activity, remembering that there is no minimum or maximum time period to participate in career services.

- b. Determine whether the participant has the skills and qualifications to satisfactorily complete the training program.
- c. Ensure that the training program is directly linked to existing employment opportunities in the Local Area or in another area to which the participant is available to relocate.
- d. Verify if there is another source of resources to subsidize the costs of the activity including State training resources, Pell Grants and the TAA Program.
- e. If funds are limited in the Local Area, the participant must meet the priority criteria set forth in the Act and in the Policy Regarding Priority Services issued by this Local Board.
- f. In the particular case of Individual Training Accounts, the participant shall select the provider in consultation with the Career Planner.

Section 5. Career Planning Activities

As part of the career planning the Career Planner (Case Manager), will develop among others the following activities:

1. Offer the Individualized Career Services stipulated in the Law, as well as its Interpretative Regulations.
2. Determine the eligibility of clients referred to Title I: Youth, Adults and Dislocated Workers.
3. Conduct a comprehensive and specialized assessment of skill levels and determination of need for service. This may include the use of standardized diagnostic tests and other assessment tools. They may be re-evaluated based on each participant's particular situation at a particular time.
4. Evaluate and identify barriers to employment and develop appropriate employment goals.
5. Develop Individual Employment Plan.
6. Evaluate the need for Supports Services required by the participant to function adequately in the activities to which he/she is referred. Ensure that there is no duplication of services.
7. Provide orientation to participants and customers on the services available in the Workforce Development System.
8. Ensure that the participant selects an occupation that is in demand in the labor market and that matches his or her particular skills and needs.

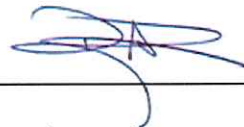
9. Will be responsible for giving continuity to the participant to know their adjustment, achievement, conduct, attendance, punctuality, motivation, among others. Coordinate and refer to other services and programs including CGU/AJC partners. As part of the services will visit the sites where the participant is receiving services. These actions will be recorded on a form designed for this purpose, which will be kept in the participant's file. Make the necessary arrangements to assist the participant to complete the activity satisfactorily.

10. Provide appropriate follow-up services for a period of twelve (12) months or more after the participant's participation has been completed. Provide evidence in the service file, as well as appropriate certifications related to the validation of the performance measures.

11. Offer any other related services not described in the preceding paragraphs.

Section 6. This Public Policy shall become effective immediately upon approval by the Local Board.

In San Germán, Puerto Rico, today, April 5, 2018.



Roque Abad Ramírez Palermo, WDB Local Board Chairman