

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

**PUBLIC POLICY ON FOLLOW-UP FOR THE
ADULT AND DISLOCATED WORKERS PROGRAM**

Section 1. The Southwest Local Workforce Development Board, Inc. establishes Public Policy based on Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA), to establish the Public Policy on Follow-Up for the Adult and Dislocated Workers Program.

Section 2. Law Reference

Public Law 113-128 of July 22, 2014 - Workforce Innovation and Opportunity Act, Chapter 2, Section 129 (c) (2) (I) and Chapter 3, Section 134 (c) (2) (xiii).

Workforce Innovation and Opportunity Act (WIOA) Federal Regulations, Sections 680.150 (a), (b) and (c), 680.150 (c) and 678.430 (c).

Section 3. Follow-up during the Activity by ALDLS

The follow-up will be a coordinated one between the contracted Agency and the Local Area. The Program Area through the Career Planner will visit the project during the first week to review the development and performance of the participants and the service provider, using the amended MIS-012 form, which will document at least the following: time and date of the visit, wording of issues discussed, purpose of the visit, discussion of findings, plan of action to follow, coordination of the next visit. Subsequently, a monthly visit will be conducted until the end of the project and/or as many times as necessary. In addition, monthly evaluations will be made to the participant to detect needs and situations during the development of the project using form AP-047. It will be the responsibility of the Career Planner to give the form to the supervisor of the activity to be completed and discussed with the participant. If there is any particular situation that the supervisor considers pertinent, he/she will notify the Career Planner to meet with the participant, create an action plan, have the participant complete the activity and obtain professional growth, which can be applied in the future. The Career Planner will complete the MIS-012 form as stipulated. Upon completion of the activity, the participant begins a 90-day pre-departure follow-up, during which time the Career Planner may re-evaluate and determine additional services, using the MIS-012 form. These services include, but are not limited to:

1. A referral may be made to one of the CGU/AJC System Partners for training or other services as appropriate using form CGU-026.
2. Participants with multiple barriers to employment will be offered a greater number of follow-up activities based on need using the MIS-012 form.
3. Some of the follow-up services may include:
 - a. Career counseling and planning using the MIS-012 form;
 - b. Participation in peer or support groups;
 - c. Providing information about educational opportunities and referral to supportive services available in the community;

If the Career Planner after evaluating during this period does not offer any service, he/she will then proceed to release the employee on the last day of the service evidenced by payroll and will complete the required documentation to evidence the same using the form MIS-034A Release Sheet, the same must be accompanied by the evidence marked in all its parts and will proceed to the follow-up of the 12 months in the MIS Area by the Placement and Follow-up Technicians available in the aforementioned area.

4. If the client is deemed ready for employment the Customer Service Technician/Participant completes form AJC-CGU-038, the client will be offered job placement services, including referrals to employment and follow-up after placement using form AJC-CGU-026. If the participant is placed in employment, follow-up will be offered for a period of no less than twelve (12) months offered by the Wagner-Peyser Employment and Unemployment Officer. If job placement or retention is not achieved, the Wagner-Peyser Employment and Unemployment Officer will determine what additional services, including supportive services, may be necessary to achieve an employment outcome. Referrals may be made to one of the CGU/AJC System Partners for coaching or other services as appropriate.

Section 4. Follow-up after Departure by ALDLS

This follow-up will be offered after the Career Planner determines not to offer any additional services to the participant and as a result decides to exit the program and then enters the follow-up stage offered in the MIS Area by the Placement and Follow-up Technicians. This follow-up will be offered for no less than twelve (12) months. They will be conducted on a quarterly basis using the following means: email, telephone, in person, letter and social media. The Placement and Follow-up Technician will be responsible for completing the MIS-013 form with the following information: time and date of follow-up, person providing the information, means of communication used to contact the participant, purpose for which contact is made with the participant, taking note of the information requested at the time of the appointment with the participant, agreements established and actions taken.

Supporting Documents: AJC-MIS-012 Rev. March 2019, AJC-MIS-013 Rev. March 2019, AJC-CGU-026 Rev. October 2018, AJC-CGU-038 Rev. October 2018, AJC-AP-047 Rev. March 2017, AJC-MIS-034A Rev. January 2018, AJC-MIS-048 Rev. January 2018, AJC-MIS-049 Rev. January 2018, AJC-MIS-015 Rev. January 2018, AJC-MIS-022 Rev. January 2018, AJC-MIS-034G Rev. January 2018, AJC-MIS-034E Rev. January 2018, AJC-MIS-034D Rev. March 2019, AJC-MIS-034C Rev. January 2018, AJC-MIS-034B Rev. January 2018, AJC-MIS-030 Rev. November 2018.

Section 5. This Public Policy will become effective immediately upon approval by the Local Board and replaces the previous one.

In San Germán, Puerto Rico, today, April 26, 2019.



Roque Abad Ramírez Palermo, WDB Local Board Chairman