

**PUBLIC POLICY:** NO. WIOA-05-2023

**DATE:** 14 OF JUNE 2023

**SUBJECT:** PUBLIC POLICY ON THE USE OF ATTENDANCE SHEETS FOR PARTICIPANTS IN THE LOCAL MANATEE-DORADO WORKFORCE DEVELOPMENT AREA

**REFERENCE:** WORKFORCE OPPORTUNITY AND INNOVATION ACT (WIOA)

## I. INTRODUCTION

The use of the attendance sheet for participants aims to establish consistency in the attendance record of active participants in programs and activities funded by the Workforce Innovation and Opportunity Act (WIOA). This Public Policy seeks to ensure compliance with the requirements and regulations established by the WIOA Act in relation to the attendance of participants. With this, the parameters are established to be able to make a correct disbursement for the Support. In addition, this document provides reliable evidence to validate assistance in the activity funded under the WIOA Act.

## II. PURPOSE

This Public Policy aims to establish clear and equitable guidelines for the registration of attendance of participants who are active in activities of the Manatee-Dorado Local Labor Development Area. In addition, to comply with the requirements of the WIOA Act in terms of registration and monitoring of the attendance of participants. It also seeks to establish faster, safer and more reliable procedures for the handling and processing of the Attendance Sheets.

## III. LEGAL BASIS

- Workforce Innovation and Opportunity Act (WIOA) Sections 134(c)(d), 136.

- Lower Living Standard Income Level Guideline; Training and Employment Administration; Federal Department of Labor; <https://www.dol.gov/agencies/eta/llsil>.
- CFR 261.62 What must a State do to verify the accuracy of its work participation information.

#### **IV. PUBLIC POLICY**

The Manati-Dorado Local Workforce Development Area has a form titled "Attendance Sheet – WIOA Act." In this our participants daily must sign and establish the time of entry and exit of each day attended. In turn, this document must be signed by the participant, the employer/service provider and the CGU form who validates the information. This with the aim of promoting accountability and transparency in the use of funds earmarked for WIOA-funded programs.

This attendance sheet will be the only one to be used by the employer and the Manati-Dorado Local Labor Development Area to validate the attendance of the participants in the activities. So this will be the only attendance sheet that the Programmatic Area will handle for the balance of Attendance Sheets and Workshop Attendance Sheets. Certifications, Employer or Provider Attendance should not be required to process such concept. Therefore, any document of the aforementioned must be received must be returned to the issuer, **NO OTHER FORM THAT IS NOT AUTHORIZED BY THIS PUBLIC POLICY WILL BE ATTACHED.**

In case the trainings (ITA's Accounts) or Programmatic Activities are in virtual or hybrid mode, the "screenshot" or screenshot will not be required as evidence of connection. This is a digital image that shows the contents of a computer screen. In turn, the supplier must submit a certification where it establishes the name of the workshop, Program to which the participants belong, name of the participants, CGU to which each of the participants belong, modality of the workshop and the hours of connection. This must come with the signature of the legal representative of the supplier and official punch of the entity.

A) Obligations of the employer and the Program Service Manager:



- 1) Participants will be responsible for recording their attendance daily in all activities;
- 2) They must ensure that they meet the participation requirements established by the WIOA Act;
- 3) Participants must sign and register their name on the attendance sheet when entering and leaving the program activities;
- 4) The employer must certify together with the Program Services Manager that the assistance is completed and correct in all its parts.

For your benefit, the documents that must be used for the purpose of working are the attendance of participants to the various workshops and training offered by virtue of our enabling law.

## V. ACTION REQUIRED

The Executive Officer of the Local Board will be responsible for informing the Executive Director about the approval of this Public Policy. In turn, the Executive Director will be responsible for informing the administrative bodies of the Manati/Dorado Local Workforce Development Area of the details of this and its implementation.


## VI. APPROVAL AND VALIDITY

Public Policy WIOA-05-2023 of the Manatee-Dorado Local Workforce Development Area will be effective upon approval by the members of the Local Workforce Development Board and the Board of Directors of Mayors of the Manatee-Dorado Local Workforce Development Area.

In Manatí, Puerto Rico, today 14 of June, 2023.



Agnelis Laureano Vega  
Acting President



Hon. Maria Vega Pagán  
President

**Note:** In this document, the masculine gender will be used to refer to both genders in a way that facilitates the reading of this one. This style of writing is not intended to imply the supremacy of one gender over another.