



**PUBLIC POLICY No.:** WIOA-02-2021

**DATE:** FRIDAY, AUGUST 20, 2021

**SUBJECT: PUBLIC POLICY FOR PROCESSING DIRECT DEPOSIT PAYMENTS TO TITLE I-B PARTICIPANTS**

**REFERENCE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), SECTION 107, FEDERAL REGISTER 20 CFR 679.300, A PARTICIPANT IN TITLE I-B OF WIOA.**

## **I. INTRODUCTION**

The purpose of the Local Board is to maximize and continue to improve the quality of services, the satisfaction of the participants and the effectiveness of the services provided in the One-Stop Center. Therefore, one of the initiatives will be the electronic payment, from the Fiscal Agent's bank account to the participant's bank account, of the salaries, stipends and support services received by the participant. This does not involve any action by the participant to receive the payment after he/she has authorized the transaction. There will be savings to the system in that the use of paper checks will be significantly reduced, as well as the use of postal service and/or per diem and mileage payments to hand-delivered check clerks. Participants will benefit by preventing checks from being lost or stolen. In turn, their payments are faster through this method.

## **II. LEGAL BASIS**

- A. Workforce Innovation and Opportunity Act (WIOA), Section 107.
- B. Federal Register 20 CFR 679.300.
- C. Procedure for the Provision of Supportive Services to WIOA Title I-B Participants.

### III. PUBLIC POLICY

In order to expedite the process of payments to participants, it is established as public policy that payments will be issued by direct deposit.

Payments will be as follows:

1. Wages for work experience activities directed to youth in all its modalities;
2. Work Experience Activities, Internship and Transnational Jobs Adult and Dislocated Worker Program;
3. Stipends targeted to participants receiving Individualized Career Services;
4. Stipends offered to participants in the Youth program elements that do not carry wages;
5. Support services such as: need-related payment, transportation, child and/or elder care, lodging and others targeted to adults, dislocated workers and youth.

As part of this process, participants will be oriented on the importance of obtaining a debit bank account or other deposit instrument, which will allow them to have access, not only to the payments issued in our single management system, but will also serve as a tool when they join the workforce.

Those participants who wish to use this service must present the Electronic Payment Authorization for Participants at the One-Stop Center of one of the eight (8) municipalities that make up the region, accompanied by a Certification from their banking institution. This must contain the following information:

1. Account number
2. Routing number
3. Account type
4. Bank name and address
5. Name of the persons who have access to the account

The procedure for issuing electronic payments to participants will be carried out in accordance with the provisions of the Procedures Manual of the Fiscal Area and Internal Controls of the Local Workforce Development Area Manatí/Dorado, in the section "Procedure for Payment to Participants".

**IV. REQUIRED ACTION**

The Executive Officer of the Local Board shall be responsible for informing the appropriate governing bodies of the approval of the policy so that the latter may train the personnel under their supervision and execute the policy as established.

**V. EFFECTIVE DATE**

This public policy shall be effective upon approval by the members of the Local Workforce Development Board and the Board of Directors of Mayors of the Manatí/Dorado Local Workforce Development Area.

**VI. APPROVAL**

Signed and approved on Friday, August 20, 2021, in Barceloneta, Puerto Rico.

**SIGNED**

Mrs. Agneris Laureano-Vega  
Acting President  
Local Workforce Development Board  
Manatí/Dorado

**SIGNED**

Hon. María Vega-Pagán  
President  
Board of Directors of Mayors  
Manatí/Dorado

Note: In this document the masculine gender will be used to refer to both genders in order to facilitate the reading of the document. This style of writing is not intended to imply the supremacy of one gender over the other.