



PUBLIC POLICY No.: WIOA-04-2016

DATE: AUGUST 29, 2016

SUBJECT: PARTICIPANT ORIENTATION CERTIFICATION ON THE AVAILABILITY OF WIOA FUNDS FOR INDIVIDUAL TRAINING ACCOUNTS (ITAs)

REFERENCE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA PL 113-128)

I. BACKGROUND

Section 134 of the Federal Workforce Innovation and Opportunity Act (WIOA PL 113-128) includes provisions aimed at establishing requirements to ensure that the simple training activities that the Local Workforce Development System makes available to its Youth, Adult and Dislocated Worker participants promote the opportunity for them to freely select the service providers that best meet their interests and training needs in the Local Area.

To maximize this principle of free selection by participants, the federal legislation promotes the use of Individual Training Accounts (ITAs) as the primary instrument for the procurement of training singles through a network of eligible service providers in the Local Area. ITAs are used as the payment mechanism for structured training with a defined, limited duration and targeted at obtaining skills and knowledge in occupations that are in demand in the Local Area's labor markets.

The availability of the use of the ITAs is framed within the availability of financial resources that the Local Area has during the corresponding program years and the portion of these resources that it allocates for the payment of the training activities through the use of the instrument described above.

Given the scenario that, in recent years, the Local Area has been receiving lower allocations of funds per Program Year, it is necessary to establish a public policy aimed at creating orientation mechanisms to make participants aware of their responsibilities in the use of the funds granted through ITAs. For their training process, as well as their responsibilities in those cases in which the levels of funds in the ITAs are not sufficient to cover the total costs associated with the training program selected by them.

II. LEGAL BASIS

This public policy is enacted following the provisions of the following:

- A. WIOA P.L. 113-128 of July 22, 2014.

B. Proposed WIOA Regulations.

C. 2 CFR Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirement for Federal Awards; Final Rule, of the Office of Federal Budget and Management.

III. PROCEDURE FOR ORIENTING THE PARTICIPANTS OF THE LOCAL WORKFORCE DEVELOPMENT SYSTEM ON THEIR RESPONSIBILITIES IN THE USE OF THE FUNDS ALLOCATED THROUGH THE ITA ACCOUNTS, AS WELL AS THEIR RESPONSIBILITIES IN SITUATIONS IN WHICH THE AVAILABLE RESOURCES ARE NOT SUFFICIENT TO COVER THE TOTAL TRAINING COSTS

A. The Local Office Career Planner will be responsible for orienting the participant to the training and educational opportunities available in the Local Area Workforce Development System.

B. The orientation process must be conducted in a manner that fully promotes the participant's opportunity to freely select the service provider of his or her choice. The Career Planner may assist the participant in the process of analyzing and evaluating the ability of service providers to meet the participant's training and education needs and interests, without directly intervening in the participant's final selection process.

C. Once the participant has exercised his/her right to select the service provider of his/her choice, the Career Planner will orient the participant on the duration of the selected training activity and the costs associated with it. The Career Planner will also orient the participant on his/her responsibility to attend the training sessions and comply with the established rules of the selected institution.

D. In addition, it will orient the participant on the availability of support services in the Local Area and which of them, according to his/her profile, he/she is eligible to receive.

E. Likewise, the Career Planner will be responsible for orienting the participant on the aspects associated with the availability of funds in the program year in the Local Area and on the participant's responsibility to assume outstanding costs, in the event that the Local Area does not have the financial resources available to cover them during subsequent program years or the participant has exhausted the limit of resources allocated to his or her ITA.

IV. AMENDMENTS TO PUBLIC POLICY

In the event that policies promulgated and established by the Workforce Development Program or directly from the Federal Government represent a need to amend part or all of the content of this public policy, the Local Board through the Executive Committee may amend this public policy to be presented to the Board of Directors of Mayors for the purpose of adjusting the same to the policies promulgated for the fulfillment of the same.

V. ACTIONS AND RESPONSIBILITIES WITH THE CONTENT OF THIS PUBLIC POLICY

The Executive Director of the Local Workforce Development Area shall be responsible for promulgating the contents of this Public Policy and enforcing full compliance with the provisions contained herein.

VI. 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.

Any public policy related to funding availability guidance processes applicable to Local Workforce Development System participants utilizing Individual Training Accounts (ITAs) for their training and education existing at the time of approval of this public policy is hereby repealed at the time of approval of this public policy.

VII. APPROVAL

Signed and approved on Monday, August 29, 2016, in Manatí, Puerto Rico.

SIGNED

Mr. Erasmo Rafael Lamberty
President
Local Workforce Development Board

SIGNED

Hon. Wanda Judith Soler-Rosario
President
Board of Directors of Mayors