



PUBLIC POLICY No.: WIOA-10-2019

DATE: APRIL 10, 2019

SUBJECT: PUBLIC POLICY CAREER PLANNING FOR YOUTH, ADULT AND DISLOCATED WORKER PROGRAM PARTICIPANTS

I. INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and went into effect on July 1, 2015. WIOA 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. As such, 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 services designed to:

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

The term Career Planning replaces the term Case Management used in the WIA.

II. LEGAL BASIS

- Public Law 113-128 of July 22, 2014, Workforce Innovation and Opportunity Act, Section 1 (b), Section 3 (8) Title I, Subtitle B, Chapter 3, Sections 134 (c) (3).
- Workforce Innovation and Opportunity Act (WIOA) Federal Regulations, Sections 680.210, 680.220, and 681.420.

III. 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 terms of the Youth Program, the Individual Service Strategy will be developed and kept up to date, based on the individual need of each participant that is directly linked to the

performance indicators and will identify career alternatives that include education and employment.

3. After an interview, assessment and career planning, prior to deciding if the participant is eligible for a training activity, the Career Planner will consider the following:
 - a) Eligibility of the participant to take part in a training activity, considering that there is no minimum or maximum time period for participation in career services.
 - b) Determine whether the participant has the skills and qualifications to successfully complete the training program.
 - c) Ensure that the training program is directly linked to existing in-demand employment opportunities in the local area or in another area to which the participant is available to relocate.
 - d) Verify the existence of another source of funds to subsidize the costs of the activity, including State training funds, PELL Grants and the TAA Program.
 - e) If funds are limited, the participant must meet the priority criteria set forth in the law and in the Policy Regarding Priority of Services issued by this Local Board.
 - f) When it comes to training activities provided through Individual Training Accounts (ITAs), the participant shall select the provider in consultation with the Career Planner.

IV. CAREER PLANNING ACTIVITIES

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

1. Offer the Basic Career Services stipulated in the Law, as well as in its Interpretative Regulations.
2. Determine the eligibility of clients who are referred to Title I-B: Youth, Adults and Dislocated Workers.
3. Conduct a comprehensive and specialized assessment of skill levels and determination of need for services. 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. Will assess and identify barriers to employment that the participant has and develop appropriate employment goals.
5. Develop the Individual Employment Plan (adults and dislocated workers) or Individual Service Strategy (Youth) and periodically evaluate it to update it based on the needs of the participants.
6. Assess the need for Supportive Services required by the participant to function adequately in the activity(ies) to which he/she is referred. Ensure that there is no duplication of services.
7. Will 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/her particular skills and needs.

9. Will be responsible for providing continuity to the participant in order to know his/her adjustment, achievement, conduct, attendance, punctuality, motivation, among others. Coordinate and refer to other services and programs including OSC-AJC partners. As part of the service, will visit the sites where the participant is receiving services. Will make the necessary arrangements to assist the participant to complete the activity satisfactorily.
10. Provide any other related services not described above.

V. FREQUENCY

The aforementioned services will be offered by the Career Planners (Case Managers) taking into consideration the particular needs of each participant. The services described in this policy will be offered, at least, once a month. These actions will be recorded in the form designed for such purpose, which will be kept in the participant's file.

VI. REQUIRED ACTION

It will be the responsibility of the Executive Director to inform the corresponding personnel of the approval of this public policy and to ensure its faithful compliance.

VII. EFFECTIVENESS

This public policy will become effective immediately after its approval. It supersedes any other public policy or memorandum approved regarding career planning services offered to system participants.

VIII. APPROVAL

Signed and approved on Wednesday, April 10, 2019, in Barceloneta, Puerto Rico.

SIGNED

Mr. Erasmo Rafael Lamberty-Sánchez
President
Local Workforce Development Board

SIGNED

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