



ÁREA LOCAL
DE DESARROLLO LABORAL
GUAYNABO / TOA BAJA

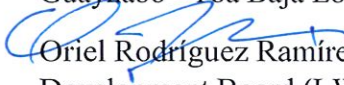
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**PUBLIC POLICY FOR OFFERING JOB SEARCH ASSISTANCE
BEYOND THE LOCAL LABOR MARKET OR OUTSIDE PUERTO RICO**

WIOA #19-01 FIRST AMENDMENT

Date: May 30, 2019

To: Guaynabo - Toa Baja Local Workforce Development Area

From:  Oriel Rodríguez Ramírez – chairman of the Local Workforce Development Board (LWDB)

Subject: **Public Policy on Relocation to Provide Job Search Assistance Outside the Service Area or Outside Puerto Rico for Dislocated Adults and Workers**

Programs impacted: Workforce Innovation and Opportunities Act - Youth, Adults and Dislocated Workers

Applicable Law: **OMB - 2 CFR Chapter 1-11 Part 200.464. "Relocation Cost of Employees" Final Regulations, Section 678.430 (b) (10) Out-of-Area Job Search and Relocation Assistance. Section 134, WIOA.**

Source of Funds: For Employment and Training Activities.

A. INTRODUCTION AND BACKGROUND:

The Workforce Innovation and Opportunity Act of 2014 (WIOA) (Public Law 113-128) allows for the inclusion of supportive services, commonly known as "necessary supports," to assist clients in their training and achievement of program goals.

In addition, the Act seeks to provide workforce development activities that enhance employment, retention, and income of participants, ultimately improving the overall workforce quality, reducing dependence on public assistance, and enhancing the nation's competitiveness.

The Guaynabo Toa Baja Local Workforce Development Area, in collaboration with its Local Workforce Development Board, aims to establish a range of permissible and necessary strategies to assist individuals in securing higher-paying jobs, particularly those leading to self-sufficiency or economic independence. This includes individuals facing challenges in finding suitable employment and lacking sufficient work maturity skills.

One of the strategies entails helping and support in job search activities not only within the local Labor Market Area but also outside of it. Additionally, if necessary, the policy allows for relocation to locations outside of Puerto Rico to enhance employment prospects for individuals.

B. LEGAL BASIS

This public policy is established based on the following legal provisions, final regulations, and local board policies:

- Workforce Innovation and Opportunity Act (WIOA), Section 134: Use of Funds for Employment and Training Activities.
- WIOA Final Regulations, Section 678.430 (b) (10): Out-of-Area Job Search and Relocation Assistance.
- Office of Management and Budget (OMB) - Uniform Administrative Requirements - 2 CFR Chapter I - II Part 200,464: Relocation Costs of Employees.
- General Services Procedure for Adults and Dislocated Workers under Title I of WIOA, August 4, 2016.

C. PURPOSE

The purpose of this policy, as outlined in WIOA-01-2016-A, is to establish clear criteria for the utilization of referred activities and services within the Adult and Dislocated Worker Programs. This policy serves as a supplement to the Services Procedure and aims to determine the potential for these activities and services to contribute to participant self-sufficiency. By providing specific guidelines, this policy ensures a consistent and effective approach in determining the appropriateness of referred activities and services for program participants.

D. GUAYNABO-TOA BAJA PROVISION FOR OFFERING OUT-OF-AREA JOB SEARCH AND RELOCATION SERVICES

The provision of relocation assistance outside of the Labor Market Area or outside of Puerto Rico is offered as an individualized career service within the Guaynabo-Toa Baja area. The allocation of assistance for each participant may vary depending on their personal situation and the analysis conducted by the Case Manager. The process for providing this assistance involves the following steps:

- Assessing the participant's need for relocation assistance.
- Requiring the participant to formally request relocation assistance.
- Including the location of out-of-area relocation in the participant's Employability Plan, which should be supported by evidence of employment and a properly identified employer.
- Determining the amount of funding allocation based on reasonable and allowable costs in accordance with the provisions of the Workforce Innovation and Opportunity Act.

Allocation amounts for relocation assistance will be based on the per diem and mileage rates applicable to public employees established by the Guaynabo-Toa Baja Local Workforce Development Area. The assistance provided may cover reasonable ground or air transportation costs, moving expenses, temporary housing for up to 30 days, and lodging during the relocation period. These allocations will be justified on a case-by-case basis, ensuring that there is no duplication of reimbursement from other entities or employers.

The maximum amount of relocation assistance per participant will be set at \$3,000. However, the Guaynabo-Toa Baja Local Board has the discretion to adjust this amount based on specific needs that have been presented and addressed by the Local Board. This flexibility allows for tailored assistance to meet individual circumstances and support successful job search and relocation efforts.

E. APPROVAL AND EFFECTIVENESS

This amendment to the policy shall take effect immediately upon its approval. It has been officially approved on June 5, 2019, in Toa Baja, Puerto Rico.

/s/ Mr. Oriel Ramírez Rodríguez