



CIRCULAR: AMSI, Inc. 2018-P006

DATE: August 28, 2018

TO: Collaborators of AMSI, Inc.

SUBJECT: Public Policy for Training Services in Business Initiatives

CIRCULAR: The Public Policy on the offering of Training Services in Business Initiatives, with legal basis on the Workforce Innovation and Opportunity Act (WIOA); Federal Regulations and Guidelines from the Labor Development Program (PDL, in Spanish).

Alianza Municipal de Servicios Integrados, Inc. (AMSI), as a Local Labor Development Area under the Workforce Innovation and Opportunity Act (WIOA), establishes the procedure to be followed when offering Training Services in Business Initiatives, in conformity with Section 129 (c) (2) (L) - Youth Program and Section 134 (c) (3) (D) (vii) - Adults and Displaced Workers Program.

These services will be offered pursuant to sections 134 (c) (3) (G) (ii) of the WIOA and CFR Subpart C Section 680.320 (3), which establishes that training services may be provided through a contract for service if the following requirements are met:

- **Training services will be offered taking into consideration the participant's preferences when choosing an eligible service provider.**
- **The AMSI will offer in the One Stop Centers or Satellite Career Centers / American Job Centers (CGU CSGU / AJC), access to the Registry of Eligible Training Service Providers and a description of the programs offered, their costs and implementation.**

In addition to meeting the abovementioned requirements, the training service must comply with several characteristics to attain an agreement, without using the Individual Training Account System. The AMSI Local Area will examine the following:

- **(III) The Local Board determines that there is an insufficient number of eligible providers of training services in the local area involved (such as a rural area) to achieve the purposes of an individual training account system.**
- **If the Local Board determines that the service providers in the Local Area are insufficient, a request for proposals to cover the need for insufficient eligible providers will be published through the press in newspapers with the highest circulation in the area. Proposals submitted will be evaluated as established in the Eligible Suppliers Registration Procedure.**

Youth Program

• Training in Business Skills - Section 129 (c) (2) (L)

Aware of the relevance of entrepreneurship for economic development, we will identify, through the participant's Individualized Plan, any attitudes and skills related to entrepreneurship. We will prioritize youngsters not attending school, so this element requires discernment to select participants with high potential for entrepreneurship or with new ideas to develop a business. The trainings will be those offered by the Youth Program service providers as certified by the Local Board. The trainings may include, among other things:

- **Leadership skills that allow participants to discover their interests and talents and lead them to become young entrepreneurs.**
- **Promote the role of innovative companies so that young people can contribute, in the future, to Puerto Rico's economic development.**

- **Exposing youngsters to activities that promotes the entrepreneurial spirit and inspires them to create their own business.**
- **Develop entrepreneurial activities so that youngsters can consider self-employment or the creation of a company as alternatives for their livelihood.**
- **Identify a viable idea or concept and teach the participant how to prepare a Business Plan with the potential to be implemented.**
- **The promotion of services to Small and Medium Enterprises (SMEs) will be emphasized.**
- **Direction and follow-up to obtain financing to start the business, for self-employment and to obtain approval to develop the Business Plan.**
- **Offer follow-up during the different stages of training, including a period after the start of the company founded by the participant.**
- **Combined Support and Monitoring Services, so that the participants achieve their occupational goal, aimed at becoming an entrepreneur.**
- **Identify and coordinate with organizations to promote the development of new businesses, such as the Small Business Administration, cooperatives, the Economic Development Bank, among others.**

Adults and Displaced Workers Program

- **Training in Business Initiatives - Section 134 (c) (3) (D) (vii)**

Activity aimed at training participants or groups of participants and offer the necessary tools to create, develop and operate a company. Given the scarcity of jobs and real opportunities to achieve self-sufficiency, the alternative of being your own boss arises. Creating a company that offers a service or product in demand is a viable alternative that has a multiplier benefit, by creating jobs, increasing capital, and positively impacting the community and the country's economy.

The AMSI Local Labor Development Area, establishes this Public Policy to ensure that the offering of these services is carried out in conformity with the provisions of the WIOA.

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EFFECTIVE: _____, 2018.

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