

YOUTH PROGRAM EMPLOYMENT APPOINTMENTS UNDER TITLE I OF WIOA POLICY

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I. Introduction

The Alianza Municipal de Servicios Integrados, Inc. (AMSI), in its role as a Local Workforce Development Board under the Workforce Innovation and Opportunity Act (WIOA), establishes this policy to regulate employment-related appointments for minor participants in the Youth Program.

In Puerto Rico, the employment of minors is governed by Act No. 230 of May 12, 1942, as amended, known as the Child Labor Act, as well as applicable regulations issued by the Puerto Rico Department of Labor and Human Resources and the provisions of the Fair Labor Standards Act (FLSA). This policy is intended to ensure compliance with these requirements and to safeguard the well-being of participating youth.

II. Applicability

This policy applies to all staff, operators, service providers, and Board members responsible for the placement, supervision, and follow-up of participants engaged in work experiences under the Youth Program.

III. Policy Statement

A. Compliance with Applicable Laws

All employment-related appointments involving minor participants must strictly comply with all applicable federal and Puerto Rico laws and regulations governing the employment of minors.

B. Requirements for the Employment of Minors

It is established that:

- No minor shall be employed without meeting all legal requirements.
- Any minor between the ages of fourteen (14) and sixteen (16) must obtain the appropriate permit issued by the Puerto Rico Department of Labor and Human Resources prior to the commencement of employment.
- Employment of minors must be conducted under conditions that do not interfere with their education or negatively impact on their health, safety, or well-being.

C. Employment Conditions

Employment of minor participants shall be considered compliant with this policy when:

- Legal restrictions regarding working hours and types of employment are followed;
- Assigned duties do not pose a risk to the minor's health or safety;
- Employment aligns with the participant's development goals under the Youth Program.

D. AMSI Offices and American Job Centers Responsibilities

American Job Centers and Offices shall be responsible for:

- Verifying that all minor participants have the required documentation prior to placement;
- Ensuring full compliance with applicable labor laws;
- Maintaining proper documentation in the participant's case file;
- Following all applicable internal procedures and guidance.

IV. Repeal

This policy repeals; and replaces any prior policy, procedure, circular letter, or directive that conflicts with the provisions established herein, including the Youth Program employment appointments policy dated November 30, 2018.

V. Interpretation

In this policy, words or phrases used in masculine include feminine. This style of writing is not intended to imply the supremacy of one sex over the other.

VI. Digital Signature

The parties hereby agree that this document may be executed electronically, and that digital signatures shall carry the same legal validity, binding effect, and evidentiary value as handwritten signatures. The parties further acknowledge their right to sign manually but voluntarily consent to the use of electronic signatures.

VII. Review

I certify that this policy has been developed and reviewed in accordance with the principles and quality standards established by our organization.



Ana G. Arias-Villasuso
Assistant Administrator of Research &
Development

VIII. Control and Monitoring

We certify that we have reviewed this policy and are committed to ensuring compliance with the provisions of this policy and to follow up as necessary to identify and communicate any changes that need to be implemented so that it is kept up to date. In addition, we will discuss the document with the collaborators responsible for the tasks described, who will sign the form 9-9.82 Certification Orientation and Discussion that will be attached to the original in the Research and Development Division.



Glorimar Cardona Pagán
Assistant Manager
AMSI in Aguas Buenas



Damary González Rosario
Assistant Manager
AMSI in Aibonito



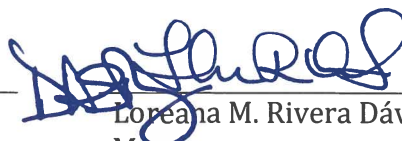
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Barbara E. Machuca Seda
Manager
AMSI in Trujillo Alto

IX. Recommendation

I recommend the adoption of this policy and certify that it meets the operational needs of our organization.



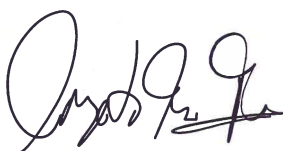
Dr. Joaquín Santiago Santos
Executive Administrator

X. Effective Date

This policy will be effective upon approval and will remain in effect until process changes or new guidelines are required. At that time, it will be reviewed and updated in accordance with the procedures established for the control of documents.

XI. Approval

This review of the Youth Program Employment Appointments Under Title I of WIOA Policy is approved today, _____, 2026.



Jorge L. Cosme Oyola
Secretary
AMSI, Inc.



Alberto R. Costa Berríos
President
AMSI, Inc.