

POLICY ON SERVICES FOR MEMBERS OF THE MILITARY AND ELIGIBLE SPOUSES USING DISLOCATED WORKER PROGRAM FUNDS UNDER WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

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Municipal Integrated Services Alliance, Inc. (AMSI)

I. Introduction

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 on services for members of the military and eligible spouses funded through the Dislocated Worker Program.

This policy is grounded in WIOA Title I, Sections 3(15)(E) and 3(16)(A) and (B), as well as federal guidance including Training and Employment Guidance Letter (TEGL) No. 3-15 and TEGL No. 22-04.

II. Applicability

This policy applies to all staff and Board Members responsible for implementing, overseeing, and ensuring compliance with the provisions established herein.

III. Policy Statement

TEGL No. 22-04 establishes that individuals exiting military service, including but not limited to recipients of Unemployment Compensation for Ex-Servicemembers (UCX), generally qualify as dislocated workers.

Funds from the Dislocated Worker Program may be used to assist individuals separating from military service in entering or reentering the civilian workforce.

Individuals who are in the process of separating from the military, including those with a scheduled separation date or imminent discharge, may be provided with career services. In such cases, separation must be characterized as honorable.

Under these conditions, a separating service member meets the definition of a dislocated worker, as the individual is unlikely to return to their previous occupation or industry.

Additionally, in many cases, these individuals may be eligible for, or have exhausted, unemployment insurance benefits as a basis for receiving services under the Dislocated Worker Program.

Required Documentation – Service Members

Documentation required to establish eligibility as a dislocated worker includes:

- Separation notice
- Form DD-214 issued by the U.S. Department of Defense; or

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- Official documentation indicating separation or imminent separation from the Armed Forces.

Service Members Spouses

WIOA expands the definition of dislocated workers to include eligible spouses of military personnel who have lost employment as a direct result of relocation due to a permanent change of duty station.

Eligible spouses may also qualify if they are dependent on service members and have experienced a significant reduction in family income due to:

- Mobilization
- Notice of active duty
- Permanent change of station
- Death or service-connected disability of the service member

Spouses may also qualify if they are unemployed or underemployed and having trouble obtaining or advancing in employment.

Required Documentation – Spouses

Documentation required to establish eligibility includes one of the following:

- Separation notice
- DD-214 Form
- VA Form 26-1817
- Official documentation verifying relocation due to a permanent change of station
- Documentation verifying spousal or dependent status and significant reduction in household income.
- Documentation verifying unemployment or underemployment and difficulty obtaining or retaining employment as the spouse of a service member.

Service Priority

To ensure compliance with these requirements, AMSI establishes policies and procedures to guarantee that service members and eligible spouses are:

- Properly identified at the point of entry into the system
- Provided priority of service under the Dislocated Worker Program in accordance with WIOA.

IV. Repeal

This policy repeals and supersedes AMSI Policy No. 2015-P/006, "Policy on Services to Members of the Military and Eligible Spouses under the Dislocated Worker Program," approved on August 18, 2015, as well as any rule, procedure, or directive in conflict with the provisions of this policy.

V. Interpretation

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

VI. Digital Signature

The PARTIES agree that this document may be signed electronically, with digital signatures being equally valid as handwritten signatures in terms of validity, obligatory nature and consent. In addition, the PARTIES acknowledge their right to sign in handwriting, but accept the electronic signature.

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.

Municipal Integrated Services Alliance, Inc. (AMSI)



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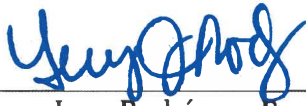
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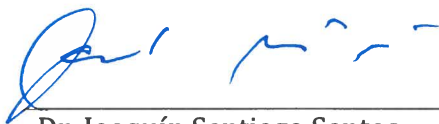
Lucy Joan Rodríguez Pomales
Acting Assistant Manager
AMSI in Gurabo



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

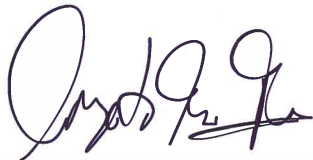
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X. Effective Date

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 to the Public Policy on Services to Service Military Members and Eligible Spouses with WIOA Title I Dislocated Worker Program funds is approved today, June 24, 2026.



Jorge L. Cosme Oyola
Secretary
AMSI, Inc.



Alberto R. Costa Berríos
President
AMSI, Inc.