

**OPERATIONAL REGULATION OF THE PUBLIC CORPORATION  
OF INDUSTRIES FOR THE BLIND, MENTALLY RETARDED  
AND OTHER PERSONS WITH DISABILITIES IN PUERTO RICO**

## INDEX

<b>ARTICLE I</b>	<b>PREAMBLE</b> .....	1
<b>ARTICLE II</b>	<b>LEGAL BASIS</b> .....	2
<b>ARTICLE III</b>	<b>PURPOSE OF THE CORPORATION</b> .....	2
<b>ARTICLE IV</b>	<b>DEFINITIONS</b> .....	2
<b>ARTICLE V</b>	<b>REORGANIZATION AND GENERAL STRUCTURE OF THE CORPORATION</b> .....	4
<b>ARTICLE VI</b>	<b>CRITERIA FOR ESTABLISHING BUSINESSES, STORES AND/OR INDUSTRIAL WORKSHOPS</b> .....	5
<b>ARTICLE VII</b>	<b>SYSTEM FOR PURCHASING</b> .....	6
<b>ARTICLE VIII</b>	<b>SALES</b> .....	7
<b>ARTICLE IX</b>	<b>AGENCY FOR INVENTORY</b> .....	8
<b>ARTICLE X</b>	<b>SECURITY COMMITTEE</b> .....	8
<b>ARTICLE XI</b>	<b>ACCOUNTING SYSTEM</b> .....	9
<b>ARTICLE XII</b>	<b>AMENDMENTS AND PUBLICATIONS</b> .....	9
<b>ARTICLE XIII</b>	<b>DURATION</b> .....	9

**PUBLIC CORPORATION OF INDUSTRIES FOR THE  
BLIND, MENTALLY RETARDED AND OTHER  
PERSONS WITH DISABILITIES IN PUERTO RICO  
DEPARTMENT OF THE FAMILY**

**OPERATIONAL REGULATION OF THE PUBLIC CORPORATION  
OF INDUSTRIES FOR THE BLIND, MENTALLY RETARDED  
AND OTHER PERSONS WITH DISABILITIES IN PUERTO RICO**

**ARTICLE I – PREAMBLE**

The Law for the Social and Economic Rehabilitation of the Blind, Mentally Retarded or with other Physical or Mental Disabilities, No. 207 approved on May 14, 1948, as amended, created the Public Corporation “Industries for the Blind, Mentally Retarded and Other Persons With Disabilities in Puerto Rico.”

The Corporation is empowered to organize industrial workshops for training and employment of the blind, persons mentally retarded or with other physical and mental disabilities. The goal is for persons with disabilities to receive social justice in the broadest and highest sense of equality to participate in the current socio-economic way of our modern world through the opportunity of paid employment.

Following the mandate of the Law and the power of the conferred regulation, the Secretary of the Department of the Family, as President of the Corporation, proclaims this regulation with the purpose of formalizing the provisions of Law 207 (supra) and establishing rules and procedures of operational policy for the achievement of the general and specific objectives of the Corporation.

## **ARTICLE II – LEGAL BASIS**

This Regulation is proclaimed in virtue of the following laws:

- Law No. 171 of June 30, 1968, as amended, known as Organic Law of the Department of Social Services of Puerto Rico and Reorganization Plan No. 1 of July 28, 1955 which organized the Department of Social Services as the Department of the Family.
- Law No. 207 of May 14, 1948, as amended by Law 127 of June 24, 1968, which redefines the Public Corporation of Industries for the Blind, Mentally Retarded and Other Persons With Disabilities in Puerto Rico.

## **ARTICLE III – PURPOSE OF THE CORPORATION**

The purpose of the Corporation is social and economic rehabilitation of the blind, mentally retarded or with other physical or mental disabilities, through opportunities of paid employment in Industrial Workshops organized for these effects.

## **ARTICLE IV – DEFINITIONS**

The following phrases or terms used in this Regulation will have the following meaning, unless the context specifically indicates something else:

### **AGENCY**

Group of functions, title and positions which constitute all the jurisdiction of a nominating authority, independently of being named department, office, commission, board, public Corporation or instrumentality of the Commonwealth of Puerto Rico.

**CORPORATION**

Signifies the Public Corporation of Industries for the Blind, Mentally Retarded and Other Persons With Disabilities in Puerto Rico. Attached to the Department of the Family as established in the Reorganization Plan No. 1 of July 28, 1995.

**DEPARTMENT:**

Department of the Family, previously Department of Social Services, created by Reorganization Plan No. 1 of July 28, 1995.

**EXECUTIVE DIRECTOR:**

Official designated by the President to administer, direct, supervise and evaluate the work of the Corporation.

**LAW:**

Signifies Law No. 207 approved on May 14, 1948 as amended.

**OTHER DISABLED PERSONS:**

Persons with a physical or mental condition which severely limits one or more of his/hers capacity of movement, communication, self care, self direction, interpersonal skills, work tolerance or occupational skills, for the purpose of his/hers employment and that due to his/hers disability has not been able to join the competitive employment market and has the capacity to carry-out the essential and marginal functions of the employment in an environment of competitive work.

**BLIND PERSON:**

Any person classified by an authorized medical specialist to carry-out a profession in Puerto Rico as totally blind, legally blind or with severe problems in his/hers vision and has the

capacity to carry-out the essential and marginal function of employment in competitive work.

**PERSON MENTALLY RETARDED:**

Signifies a person who through a psychometric evaluation is determined to have a degree of mental retardation classified as mild, moderate or severe, who has the capacity to carry-out his/hers essential and marginal functions of the employment in an environment of competitive employment.

**PRESIDENT:**

Signifies the Secretary of the Department of the Family.

**ARTICLE V – REORGANIZATION AND GENERAL STRUCTURE OF THE CORPORATION**

The Executive Director of the Corporation designated by the Secretary of the Department of the Family will be an official responsible of the administration, direction, supervision, controlling and operating all the industrial workshops developed by the Corporation for the employment of the blind, mentally retarded or with other physical or mental disability. The workshops will be oriented to stimulate the development towards a productive social life through the activity of a competitive and paying employment.

By legal provision, the Corporation is a Non Profit Organization attached to the Department of the Family and the Secretary is its President with the power to designate an official or employee of the Department without additional compensation as Executive Director of the Corporation and delegate in him/her, through the enactment of a Regulation to be approved by the Governor or Puerto Rico, the necessary administrative authority needed for its operation.

**ARTICLE VI – CRITERIA FOR ESTABLISHING BUSINESSES,  
STORES AND/OR INDUSTRIAL WORKSHOPS**

The minimum criteria to be considered for establishing businesses, stores and industrial workshops under the Executive Director of the Corporation are the following:

- A. Select and employ persons with qualified impediments and able to work competitively.
- B. Analysis of the available market and viable indicators.
- C. Geographic area (offer and demand).
- D. Required physical structure – Work place that complies with the provisions of the Law or regulation of the Departments of Health and Labor, the Fire Department and others.
- E. Operating equipment.
- F. Occupational areas and tasks susceptible to reasonable comfort.
- G. Marketing of Product.
- H. Technology required for expediting the processes of production, facilitating the work of persons with disabilities and guaranteeing their quality.
- I. Facilities of transportation to ensure the distribution of articles and products to be sold Island wide.
- J. Availability of raw material.
- K. Competition in the market.
- L. Capital required initially for operation of the business.
- M. Availability of an accountant manager, central payee, collector, salespersons, central buyer, warehouse supervisor, central production manager, production supervisors and other

officials needed for the operation of the business, store or industrial at island and central levels.

## **ARTICLE VII – SYSTEM FOR PURCHASING**

### **A. Delegate Buyer**

The Executive Director of the Corporation will appoint a delegate buyer. This agent will plan and establish, in writing, a program for purchasing in accordance with the needs, available resources, facilities for storage and date of receipt of the merchandise. This program will be reviewed as often as needed.

### **B. Purchase Request**

The delegate buyer will have the power to make purchases of raw material and other necessary routine services for the operation of the Corporation without the authorization of the Executive Director for a maximum of five thousand dollars (\$5,000). Purchases exceeding five thousand dollars (\$5,000), will need the authorization of the Executive Director of the Corporation or the Accounting Manager.

### **C. Purchasing Process**

The delegate buyer will request bids of prices to different suppliers (minimum of three) and will make the purchase taking into consideration the Corporation's best interests. Purchases considered emergencies, do not necessarily have to follow the process as well as those who have only one distributor. The buyer may use the regulation for purchases of the Department of the Family as approved by the Department's Secretary.

## ARTICLE VIII – SALES

The Corporation will have a sales office in each established and operated industrial workshop, with an official collector, for collecting the revenue from the sales. A strong box will be used to keep the money which will be deposited daily in the bank under the name of the Secretary of the Treasury.

### A. Granting of Credit

1. Any entity or person who wants to buy on credit will request and file in the Corporation the document for requesting credit and will attach with the document recent financial statements, which will not be accepted if more than two months have not transpired since its issuance.
2. All requests for personal credit will be guaranteed with the signature of two persons, except requests for credit of five hundred dollars (\$500) or less for which only one signature will be required.
3. No employee of the Department of the Family may guarantee the credit.
4. An official of the Corporation designated for this purpose will evaluate all requests for credit. Once evaluated, the request will be submitted to the Executive director of the Corporation with recommendations for approval or denial for his/hers consideration.
5. The Executive director of the Corporation reserves the right to approve, suspend or reduce any request for credit.

The Executive Director will take any action he/she deems pertinent for each request and will so notify the applicant.

6. Credit accounts will be paid when requested by the Corporation.

7. The debtor will pay legal fees incurred for collection of an account with a credit plan. Also, all judiciary costs and proceedings.

B. Credits and Recognized Agencies

The Corporation is authorized to sell on credit to all recognized public agencies in or outside the Commonwealth of Puerto Rico, without a credit plan. Credit to recognized private agencies would be at the discretion of the Executive Director of the Corporation.

**ARTICLE IX – AGENCY FOR INVENTORY**

All equipment purchased with funds from the Corporation or received as a donation, will be the property of the Corporation. To this effect, they will be identified with a property number assigned for this purpose and registered in the inventory account of the Corporation.

**ARTICLE X – SECURITY COMMITTEE**

The Corporation will take the necessary indispensable security measures to prevent work related accidents.

A Security Committee will be created composed of three representatives: one in the production area, one in the administrative area and another will be an employer of the Department of the Family, designated by the Secretary as President of the Corporation. This Committee will have the power to proclaim rules and regulations on security measures to prevent work related accidents based on the Puerto Rico Law for Health and Security in Employment. The committee will hold inspections and will make recommendations deemed pertinent to reduce employment accidents.

Directors and supervisors in the areas will enforce the recommendation within a reasonable period of time and will be responsible for the strict implementation of the rules and regulations for preventing accidents proclaimed by the Security Committee, based on the Puerto Rico Law for Health and Security in Employment.

All employees will watch over their individual security and those of their co-workers and will comply with the security measures established by the Corporation.

#### **ARTICLE XI – ACCOUNTING SYSTEM**

To facilitate the operations, control the execution of the budget, provide information for future budgets and provide an adequate registry of accounting operation, the Corporation will keep registry and files. It will provide written procedures of payments and income, which will have adequate internal control to allow for better inspection of the operations, for which it will prepare an Accounting and Procedures Manual. It will have the officials required by the Department of the Treasury and Budget for Public Corporations.

#### **ARTICLE XII – AMENDMENTS AND PUBLICATIONS**

This regulation may be amended at any time with the previous approval of the President when the Executive Director deems it convenient in benefit of the Corporation and purposes for which it was created.

#### **ARTICLE XIII – DURATION**

This regulation will be effective immediately after approval of the President of the Corporation.

Approved on this day of October 3, 2002.

Signed:  
Yolanda Zayas  
Secretary