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If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 75

Adopted 25 January 2011

**Regulations Regarding the Procedures for the Organising and Financing of Active Employment Measures and Preventative Measures for Unemployment Reduction and Principles for the Selection of Implementers of Measures**

*Issued pursuant to*

*Section 4, Paragraphs two, three, five, eleven, twelve, and fifteen of the Support for Unemployed Persons and Persons Seeking Employment Law*

[*10 December 2013; 29 March 2016; 5 May 2020*]

**1. General Provisions**

1. This Regulation prescribes:

1.1. the procedures for the organising and financing of active employment measures and preventive measures for unemployment reduction, and also the principles for the selection of implementers of these measures;

1.2. the procedures by which workplaces for persons with disability shall be established (adapted);

1.3. the procedures and criteria for determination of appropriate employment;

1.4. the amount of the allowance during the occupational training, retraining, and raising of the qualification of an unemployed person and during the period of acquisition of non-formal education, and also the procedures by which an allowance shall be granted, compensated, and recovered.

[*10 December 2013; 29 March 2016*]

2. The State Employment Agency (hereinafter – the Agency) in cooperation with other State and local government institutions, and also natural and legal persons and associations of such persons, shall organise and implement active employment measures and preventative measures for unemployment reduction (hereinafter – the measures). The measures shall be organised in accordance with the procedures for the selection of implementers of measures laid down in Chapter 2 of this Regulation and the intended financing from the State budget, the European Union Structural Funds, or other sources of financing, and also the situation in the labour market that has developed in the relevant administrative territory.

3. The Agency may also grant the funds from the State budget and from the European Union Structural Funds intended for the organisation and implementation of the measures to other State and local government institutions within the framework of the cooperation.

4. The Agency shall involve unemployed persons in the measures according to the individual employment seeking plan. The Agency shall develop the plan, taking into account situation in the labour market and also the proposals and needs of the unemployed person. The measures in which the unemployed person is intended to be involved and the time period for the implementation of the measures shall be determined in the individual employment seeking plan.

5. Unemployed persons, persons seeking employment, and persons exposed to the risk of unemployment shall be involved in the measures provided therefore on a first-come first-served basis in accordance with the Regulation (if other procedures for involvement have not been specified in the Regulation in relation to the implementation of the relevant measure), the available funding, the situation in the labour market, and the interests of the relevant person and employer.

[*20 May 2014*]

6. If necessary, the Agency may involve unemployed persons, persons seeking employment, and persons exposed to the risk of unemployment in several measures concurrently, and also involve them in the same measure repeatedly in accordance with the Regulation. If financial aid to an unemployed person is intended for participation in a measure (a monthly allowance, wage subsidy, a monthly subsidy in the initial period of implementation of the business plan, a monthly remuneration, financial aid for facilitating regional mobility), it shall be granted for participation in one measure only – the one in which the unemployed person is involved first of all, provided that the financial aid, including a commercial activity grant, has not been granted for the same purpose or the same activities through other financial aid instruments. Upon completing participation in a measure in which an unemployed person was involved first of all and in which he or she received financial aid, starting from the day following completion of participation in the measure the unemployed person shall be granted financial aid for participation in the subsequent measure in which the unemployed person has been involved and continues participation, if financial aid is also provided for therein.

[*24 July 2012; 26 February 2013*]

6.1 If an unemployed person along with involvement in temporary paid social work gets involved in a motivation programme in accordance with Paragraph 163.6 of this Regulation, the unemployed person may concurrently receive the financial aid provided for within the scope of both such measures (the allowance and the monthly remuneration) which is calculated in proportion to the period of involvement in each of the measures. If the unemployed person along with involvement in any of the employment measures gets involved in a non-formal education programme for the learning of the official language, the unemployed person may concurrently receive the financial aid within the scope of both measures.

[*28 February 2017*]

7. The Agency shall ensure control of the process of implementation of the measures and of the conformity of the use of the granted funds, and shall randomly carry out inspections at the places of implementation of the measures.

**2. Selection of Implementers of the Measures**

8. The Agency shall select the implementers of the measures – educational institutions, examination centres, employers, social service providers, master craftsmen, consultants, experts, specialists, occupational therapists, and other providers of services – for the implementation of the measures and for the provision of services. The Agency shall select the implementers of the measures in accordance with the requirements laid down in the laws and regulations regarding public procurements in conformity with an open, transparent, non-discriminatory procedure that promotes competition.

[*29 March 2016; 20 April 2021*]

9. Persons exposed to the risk of unemployment and unemployed persons shall select educational institutions for the implementation of the measures referred to in Sub-chapters 6.1 and 6.2 of this Regulation individually or from the educational institutions offered by the Agency which conform to the requirements referred to in Paragraph 15 of this Regulation and also implement educational programmes conforming to the list approved by the commission referred to in Paragraph 22 of the Regulation, within the scope of the measure referred to in Sub-chapter 6.1 of the Regulation. The method of coupons for training shall include completion of an educational programme of the choice of an unemployed person or a person exposed to the risk of unemployment, and the costs related thereto shall be covered by the Agency.

[*24 July 2012; 26 May 2015; 28 February 2017*]

9.1 Unemployed persons with disability shall select service providers for the implementation of the measures referred to in Sub-paragraph 163.3 6 of the Regulation from the service providers offered by the Agency which conform to the requirements laid down in Paragraph 15.2 of this Regulation, according to the aid offered by service providers to persons with disability in division according to the different types of functional disorders. The Agency shall cover the costs of the motivation programme and of the service of the mentor in accordance with the provisions laid down in Paragraph 163.13 of the Regulation.

[*5 September 2017*]

10. The method of coupons for training shall be used for the implementation of the measures referred to in Paragraph 21 of the Regulation within the scope of which unemployed persons and persons seeking employment shall select implementers of the measure – educational institutions – either individually or from the offer of the Agency which conform to the requirements referred to in Paragraph 15 of the Regulation and are implementing educational programmes conforming to the list approved by the commission referred to in Paragraph 22 of the Regulation. The Agency shall cover the costs of coupons for training in accordance with Paragraphs 45, 46, 46.1, and 46.2 of this Regulation.

[*26 May 2015; 28 February 2017; 17 December 2020*]

10.1 The term of validity of a coupon for training, the conditions for the use and cancellation of a coupon, and also the procedures for the implementation of the method of coupons for training shall be determined by the Agency. The Agency shall determine the procedures for and order of the issuing of coupons for training according to the wishes expressed by unemployed persons to complete specific educational programmes in a specific period of time.

[*24 July 2012; 6 March 2018*]

10.2 The implementation of the continuing vocational education programmes referred to in Sub-paragraph 21.1 of this Regulation according to the list approved by the commission referred to in Paragraph 22 of this Regulation, by entering into contracts for the implementation of the measures or the provision of services, shall be ensured by vocational education institutions which have been granted the status of a vocational education competence centre and by vocational education institutions founded by the State and local governments, on the priority basis by the institutions the improvement of the infrastructure of which has been carried out from the funds of the European Regional Development Fund (ERDF). In such case the Agency shall cover the costs of coupons for training in accordance with Paragraph 45 of this Regulation.

[*26 May 2015; 29 March 2016 / See Paragraph 202*]

10.3 In the case referred to in Paragraph 10.2 of this Regulation the method of coupons for training shall not be used and the unemployed persons shall be staffed in training groups by the Agency in cooperation with educational institutions.

[*10 December 2013 / Paragraph shall come into force on 1 January 2014. See Paragraph 202*]

10.4 Unemployed persons who have been without employment for at least 12 months or are more than 45 years of age shall be involved in the continuing education programmes referred to in Sub-paragraph 21.1 of this Regulation which are implemented by the educational institutions referred to in Paragraph 10.2 of this Regulation.

[*26 May 2015 / Paragraph shall come into force on 1 September 2015. See Paragraphs 202 and 213*]

10.5 Upon implementing the evaluation of the professional competence referred to in Sub-paragraph 21.1 of this Regulation and acquired outside the formal education system, the method of coupons for training is not applied.

[*5 September 2017*]

10.6 Upon implementing the non-formal education programme “Latvian Without Intermediary Language” for refugees and persons with alternative status, the method of coupons for training is not applied. The implementers of the abovementioned non-formal education programme shall also ensure the service referred to in Paragraph 74.7 of this Regulation. The Agency shall select the service providers in accordance with the laws and regulations regarding public procurements.

[*18 December 2018 / Paragraph shall come into force on 1 January 2019. See Paragraph 2 of the amendments*]

10.7 The implementation of specific modular continuing vocational training, vocational in-service training and vocational education programmes referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation according to the list approved by the commission referred to in Paragraph 22 of this Regulation, by entering into contracts for the implementation of the measures or the provision of services, shall be ensured also by the Social Integration State Agency and educational institutions to which the status of a vocational education competence centre has been granted and by vocational education institutions founded by the State and local governments, on the priority basis by the institutions the infrastructure of which has been improved using the funds of the European Regional Development Fund (ERDF). Unemployed persons with disability shall be involved in these programmes, and the unemployed persons shall be put together in training groups by the Agency in cooperation with educational institutions.

[*5 May 2020*]

11. If the requirements laid down in the laws and regulations regarding public procurements are not applicable to selecting the implementers of the measures or the laws and regulations regarding public procurements do not provide for the application of procurement procedures, the Agency shall establish a commission for the selection of the implementers of the measures (hereinafter – the commission), except for the measure referred to in Sub-paragraphs 109.19, 163.3 5.1 and 163.3 6 of this Regulation, and shall select the implementers of measures in accordance with Paragraphs 13, 14, 15, 16, and 17 of this Regulation. Representatives of the Agency shall be included in the composition of the commission according to the type of the measure. The Agency has the right to include representatives of other authorities in the composition of the commission.

[*16 June 2020*]

12. For implementing the measures referred to in Sub-paragraph 3.8 of this Regulation, the Agency shall gather information regarding local governments that wish and are ready to organise the implementation of temporary paid social work in the its administrative territory.

[*13 December 2011*]

13. In order to select the implementers of the measures, the Agency shall publish on the website thereof and in the national or regional mass media a notification for the applicants regarding the submission of applications or tenders for organising the measures.

[*21 June 2011*]

14. The type of a measure to be organised, the information to be included in the application or tender, the time period for submitting the application or tender, the evaluation criteria for the applicants, and also other information related to the selection of applicants and entering into the intended contract which is necessary in order to select the implementer of the measures, shall be indicated in the notification.

15. In assessing the applicants for the implementation of the measures, except for the implementation of the measures referred to in Paragraphs 109.19 and 174.8, Sub-paragraphs 21.7 and 163.36 of this Regulation, the commission shall select an applicant who meets the following requirements as the implementer of the measures:

15.1. the applicant is registered in accordance with the requirements of the laws and regulations governing the relevant economic activity. If the measures referred to in Sub-paragraphs 21.1, 21.2, and 21.3 of this Regulation are implemented by an educational institution, it must be registered with the Register of Educational Institutions;

15.2. the applicant has a licence, an accreditation sheet, a certificate for the provision of the relevant service, a training card issued by *valsts akciju sabiedrība “Ceļu satiksmes drošības direkcija”* [State joint stock company Road Traffic Safety Directorate], or a training card issued by the State Technical Control Agency of Latvia, if the need for them is determined by laws and regulations. If the measures referred to in Sub-paragraph 21.1 of this Regulation are implemented, the vocational education programmes of the applicant must be accredited for six years;

15.3. the applicant or the personnel thereof has a conforming education and professional experience for the implementation of the specific measure, and also there is a material and technical base appropriate for the implementation of the measures which has already been established before commencing the implementation of the measure if such material and technical basis is necessary for the implementation of the measures referred to in this Regulation. If the measures referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation are implemented, the education and professional qualification of the applicant or the personnel thereof must conform to the requirements laid down in the laws and regulations regarding the education and professional qualification required for teachers and the procedures for improving the professional competence of teachers;

15.4. the applicant has not significantly violated the conditions for the implementation of the measures within the last year. A violation of the conditions for the implementation of the measures shall be considered significant if:

15.4.1. the procedures for settling accounts specified in the conditions for the implementation of the measures are not conformed to;

15.4.2. the requirements laid down in the laws and regulations and the conditions for the implementation of the measures (existence of an appropriate material base, ensuring of training circumstances that are safe and are not harmful to health) are not conformed to and it endangers the course of the training process;

15.4.3. the procedures by which unemployed persons and persons seeking employment are to be included in and excluded from the number of participants of training are not conformed to;

15.4.4. the educational institution has specified an additional fee of any kind to the unemployed person or the person seeking employment for participation in training or has specified other liabilities of financial nature;

15.4.5. false information has been knowingly provided to the Agency or cooperation has been entered into on the basis of false information;

15.4.6. upon performing an inspection at an educational institution, violations of the conditions for the implementation of the measures have been detected repeatedly or, upon performing a repeat inspection at the educational institution, it has been detected that the violations detected previously have not been eliminated;

15.5. none of the provisions on exclusion referred to in Section 42, Paragraph one, Clauses 3, 7, and 8 of the Public Procurement Law apply to the applicant and the time periods specified in Section 42, Paragraph three of the aforementioned Law have been respected, and the applicant has no tax debts in Latvia or in the country of registration or permanent residence thereof on the day when the decision to possibly award the contract is taken, including the debts of mandatory State social insurance contributions which exceed EUR 150 in total in any country;

15.6. after completion of the non-formal education programme implemented by the applicant for the acquisition of the official language not less than 60 % of the number of persons trained by the applicant have successfully passed the final examinations at the National Centre for Education within the last year, if the applicant is repeatedly planning to implement the non-formal education programme for the acquisition of the official language;

15.7. if the measures referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation are being implemented, the applicant ensures, during training, appropriate adjustments of the environment, access, material and technical base, distribution materials, and tools for persons with disability;

15.8. if the measures referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation are being implemented, the material and technical base necessary for training shall be prepared and installed at the site for the implementation of measures indicated in the licensing documents, and it shall be available to at least such extent as indicated in the licensed educational programme;

15.9. at least 60 % of the number of persons trained by the applicant have successfully passed the examination for obtaining the qualification of a vehicle driver or tractor driver, and the applicant has at least one year experience in implementing vehicle and tractor training programmes.

[*26 May 2015; 28 February 2017; 5 September 2017; 6 March 2018; 18 December 2018; 5 May 2020; 16 June 2020; 17 December 2020; 23 November 2021 / Amendment to Sub-paragraph 15.7 regarding the deletion of the words “insofar as such measures do not impose incommensurate load on the applicant” shall come into force on 1 January 2022. See Paragraph 2 of Amendments*]

15.1 [5 May 2020]

15.2 Upon assessing the applicants for the implementation of the measures referred to in Sub-paragraph 163.3 6 of this Regulation, the Agency shall select an applicant who meets the following requirements as the implementer of the measures:

15.2 1. the applicant is registered in accordance with the requirements of the laws and regulations governing the relevant economic activity;

15.2 2. the articles of association of the applicant provide for the provision of aid to persons with disability;

15.23. none of the provisions on exclusion referred to in Section 42, Paragraph one, Clauses 3, 7, and 8 of the Public Procurement Law apply to the applicant and the time periods specified in Section 42, Paragraph three of the aforementioned Law have been respected, and the applicant has no tax debts in Latvia or in the country of registration or permanent residence thereof on the day when the decision to possibly award the contract is taken, including the debts of mandatory State social insurance contributions which exceed EUR 150 in total in any country;

15.2 4. the applicant has a material and technical base appropriate for the implementation of the measure;

15.2 5. the personnel of the applicant has education and professional experience appropriate for the implementation of the specific measure, and the applicant has, within the previous three years from the day of submitting the application referred to in Paragraph 14 of this Regulation, provided services of group lessons for at least 20 persons with disability (not less than six persons in a group) and individual consultations to at least 10 persons with disability;

15.2 6. the applicant ensures training of social mentors for work with persons with disability;

15.2 7. experience and education of the social mentor attracted by the applicant conform to the following requirements:

15.2 7.1. within the previous three years from the day of submitting the application referred to in Paragraph 14 of this Regulation has provided at least five individual consultations, ensuring psychological and social aid to persons with disability;

15.2 7.2. at least secondary education.

[*5 September 2017; 5 May 2020*]

15.3 Upon assessing applicants for the implementation of the measures referred to in Sub-paragraph 21.7 of this Regulation, the Agency shall select as the implementer of the measures an open online course platform which meets the following requirements:

15.3 1. at least two of the higher education institutions offer training programmes in any of the official languages of European Union Member States;

15.3 2. at least 10 higher education institutions are included in the World University Rankings “Times Higher Education”. If less than 10 higher education institutions offer to participate in training programmes in the open online course platform, they all must be included in the abovementioned World University Rankings.

[*17 December 2020*]

16. The information necessary for the selection of applicants shall be obtained by the Agency and the veracity of the information provided by the applicants shall be verified by using public data bases, data bases of other institutions, and also by requesting information from competent State authorities. If the information at the disposal of the Agency does not conform to the actual situation, the relevant applicant is entitled to submit a statement or another document, clarifying the information.

17. The Agency shall, if necessary, in addition to the requirements referred to in Paragraphs 15 and 15.2 of this Regulation determine the evaluation criteria for the applicants, the proportion of the criteria, and the algorithm for the selection of tenders conforming to the abovementioned criteria, and also shall select the implementers of the measures according to such criteria.

[*21 June 2011; 5 September 2017*]

18. The Agency shall enter into a contract with the selected implementers of the measures (except for educational institutions implementing the measures referred to in Paragraph 21 of this Regulation) regarding the implementation of the measures or the provision of services. The subject-matter of the contract, the provisions for the implementation of the measures or the provision of services, the obligations, rights, liabilities, responsibility of the contracting parties, the procedures for the financing and settlement of mutual accounts, the time period and place for the fulfilment of the contract shall be determined in the contract. The Agency shall include the applicants selected for the implementation of the measures referred to in Paragraph 21 of this Regulation in the list of education offers.

[*26 May 2015; 28 February 2017*]

19. In conformity with the contract entered into and the conditions laid down in this Regulation, the implementer of the measures shall be responsible for the achievement of the objectives of the measures, the quality of implementation of the measures, and the use of finances. Poor quality of the implementation of the measures or submission of documents containing false information to the Agency shall be the basis for the termination of the contract entered into with the implementer of the measures or for the termination of the provision of services.

[*26 May 2015*]

19.1 Upon assessing the quality of the implementation of the measures, the Agency is entitled:

19.1 1. to delete an educational institution from the list of education offers in the following cases:

19.1 1.1. false information has been knowingly provided to the Agency or cooperation has been entered into on the basis of false information;

19.1 1.2. insolvency proceedings of the educational institution have been initiated;

19.1 1.3. the educational institution does not conform to the procedures for settling accounts specified in the conditions for the implementation of the measures, including the time periods for the submission of documents;

19.1 1.4. the educational institution does not conform to the procedures by which unemployed persons and persons seeking employment shall be included in and excluded from the number of students;

19.1 1.5. the educational institution has specified an additional fee to the unemployed person or the person seeking employment for participation in training or has specified other liabilities of financial nature;

19.1 1.6. upon performing an inspection at the educational institution, violations of the conditions for the implementation of the measures have been detected repeatedly or, upon performing a repeat inspection at the educational institution, it has been detected that the violations detected previously have not been eliminated;

19.1 1.7. the educational institution, upon offering training services to unemployed persons, is implementing unfair commercial practice;

19.1 1.8. a non-conformity of the educational institution with the requirements referred to in Sub-paragraph 15.6 or 15.9 of this Regulation has been detected;

19.1 2. to exclude the offer of the educational institution to implement a specific educational programme at a specific place of implementation of training from the list of education offers in the following cases:

19.1 2.1. the educational institution refuses repeatedly within a year to implement the training referred to in Sub-paragraphs 21.1, 21.2, and 21.3 of this Regulation in a group from six to 12 persons;

19.1 2.2. training is not organised at the place of implementation of training within two years;

19.12.3. a non-conformity of the educational institution with the requirements referred to in Sub-paragraph 15.2 of this Regulation has been detected.

[*28 February 2017; 6 March 2018; 18 December 2018; 20 April 2021*]

19.2 If an educational institution or the offer of an educational institution has been excluded from the list of educational offers in accordance with Paragraph 19.1 of the Regulation, the educational institution may repeatedly apply for the implementation of the measures not earlier than a year (not earlier than two years for vehicle, tractor or official language training programmes) after the day when the educational institution or its offer has been excluded from the list of educational offers. The educational institution has an obligation to reimburse the expenses referred to in Sub-paragraph 43.1 of this Regulation which have been used for training if further execution of liabilities is not permissible due to the violations detected and the training process of the commenced training groups must be discontinued. If the educational institution does not voluntarily reimburse the expenses for training, the Agency has the right to recover the relevant sum in accordance with the procedures laid down in laws and regulations.

[*28 February 2017; 6 March 2018; 18 December 2018; 5 May 2020*]

19.3 [18 December 2018]

**3. Organisation of Active Employment Measures**

20. When implementing the measures within the framework of activities of the European Union Structural Funds, the procedures laid down in this Regulation shall be applied for the organisation and financing of the measures, insofar as it conforms with the procedures according to which the activities of the European Union fund indicated in a supplement to an operational programme are implemented, the criteria for the assessment of project submissions, the requirements to a submitter of a project, the responsible institution and the cooperation institution, distribution of the competence between these institutions and the procedures for co-operation, and also the form of functional subordination of the responsible institution and the cooperation institution, shall be determined.

20.1 Upon commencing involvement of unemployed persons in active employment measures, the Agency shall assess the conformity of each unemployed person with the criteria for involvement. The conformity shall also be assessed throughout implementation of the measure (applies to the criteria which may be foreseen). If an unemployed person loses compliance with any of the involvement criteria during the period of involvement (applies to the criteria which cannot be foreseen), the unemployed person has the right to discontinue involvement in the relevant measure. This condition shall not apply to involvement of a person with disability in the measure referred to in Sub-chapter 3.4.2 of this Regulation, if the unemployed person is not repeatedly diagnosed with the disability. In such case involvement of the unemployed person in the measure shall be discontinued from the first date of the month following expiry of the time period of disability. If the unemployed person obtains the status of an employee for a period of time not exceeding two months, the unemployed person has the right to continue participation in the measure, without receiving the financial aid provided for in the measure during the period of employment relationship (monthly allowance, monthly subsidy at the initial stage of the implementation of a business plan, financial remuneration for the promotion of regional mobility).

[*24 July 2012; 28 February 2017*]

20.2 The Agency has the right to not involve in active employment measures those unemployed persons and persons seeking employment who have not reimbursed the Agency:

20.2 1. the expenses for training in the case referred to in Paragraphs 35.1 and 35.2 of this Regulation;

20.2 2. the financial aid for commencement of commercial activity or self-employment in the case referred to in Paragraph 122 of this Regulation;

20.2 3. the allowance received during occupational training, retraining, and raising of qualification and during acquisition of non-formal education in the cases referred to in Paragraph 35.3 of this Regulation;

20.2 4. financial aid to regional mobility or youth regional mobility in the case referred to in Paragraph 174.2 and Sub-paragraph 174.6 4 of this Regulation.

[*30 July 2013; 10 December 2013; 12 August 2014; 26 May 2015; 29 March 2016*]

20.3 The services of an assistant to unemployed persons with disability during active employment measures shall be ensured by the local government in accordance with the laws and regulations regarding the procedures by which services of an assistant shall be granted and financed in a local government.

[*29 March 2016*]

20.4 The Agency shall, within the scope of the Specific Objective 7.2.1 “To increase the employment of young persons not in employment, education or training and to facilitate their participation in education within the framework of Youth Guarantee” of the Operational Programme “Growth and Development” of the European Union funds (hereinafter – the Youth Guarantee Programme), involve young unemployed persons in accordance with the involvement criteria specified in this Regulation. Such young unemployed persons who are completing full-time study programmes within the meaning of the Law on Higher Education Institutions shall not be involved within the scope of the Youth Guarantee Programme.

[*12 August 2014*]

20.5 If a young unemployed person within the scope of the Youth Guarantee Programme, upon involvement in the measure referred to in Paragraphs 21, 114, Sub-paragraph 131.5, or Paragraph 174.4 of this Regulation, during participation loses conformity with the age limit criterion or the criteria which cannot be predicted in advance, the young unemployed person has the right to complete participation in the relevant measure, preserving the right to receive the financial aid provided by the Agency.

[*29 March 2016; 28 February 2017*]

20.6 If a young unemployed person within the scope of the Youth Guarantee Programme, upon involvement in the measure referred to in Paragraph 79, Sub-paragraph 131.3 or 131.4 of this Regulation, during participation loses conformity with any of the involvement criteria (applies to the criteria which cannot be predicted in advance), the financial aid which has been disbursed by the Agency until the moment of establishing the fact shall be considered as disbursed in a justified manner.

[*29 March 2016*]

20.7 Within the scope of active employment measures and prevention measures for reduction of unemployment the services of a sign language interpreter shall be ensured to persons with disability for the completion of educational programmes and for ensuring communication with other natural persons and legal persons. The costs of services of a sign language interpreter shall be not more than EUR 12.96 per hour of the provision of the service, without exceeding 40 work hours of direct interpretation per week, in proportion to the number of hours during which the unemployed person, person seeking employment, or person subject to the risk of unemployment has been involved in the measure. The Agency shall cover the costs of transport in order for the sign language interpreter to reach the place of the provision of the service according to the documents certifying transport expenses (public transport tickets or documents certifying fuel expenses). The time spent on road to the place of the provision of the service and back is considered the time of the provision of the service.

[*5 September 2017; 18 December 2018; 23 November 2021*]

**3.1. Occupational Training, Retraining and Raising of Qualification and Acquisition of Non-formal Education**

21. Occupational training, retraining, raising of qualification, and acquisition of non-formal education (hereinafter – the training of unemployed persons and persons seeking employment) shall include the following:

21.1. the completion of continuing vocational training programmes which provide an opportunity for unemployed persons to acquire professional qualification, inter alia, in accordance with the list of profession standards included in the regulation regarding the compulsory list of profession standards and requirements for professional qualification and the procedures for publishing the profession standards and the requirements for professional qualification included therein. After completion of the relevant programme the unemployed person shall take a qualification examination. A certificate attesting to the vocational qualification shall be issued to the unemployed person who has passed the vocational qualification examination in accordance with the laws and regulations governing the acquisition of vocational education. If the professional competence which conforms to the first, second, or third qualification level has been acquired outside the formal education system, its evaluation (including the organising of the professional qualification examination) shall be ensured in accordance with the laws and regulations regarding the procedures by which the professional competence acquired outside the formal education system is evaluated;

21.2. the completion of vocational in-service training programmes which provides an opportunity for unemployed persons to develop their vocational proficiency and acquire systemised vocational knowledge and skills corresponding to the changing requirements of the labour market. A certificate attesting to the vocational in-service training shall be issued to the unemployed person in accordance with the laws and regulations governing the acquisition of vocational education;

21.3. the completion of non-formal education programmes which includes the acquisition of systemised social and vocational basic skills corresponding to the changing requirements of the labour market, organisation of the final examinations, including the official language proficiency examination. A document attesting to the knowledge acquired shall be issued to the unemployed person and the person seeking employment after the completion of non-formal education programmes. A certificate of proficiency in the official language shall be issued to the unemployed person or the person seeking employment who has passed the official language proficiency examination;

21.4. [28 February 2017];

21.5. the training of vehicle drivers and tractor drivers which includes the organising of final examinations, the taking of examinations for the acquisition of the qualification of a vehicle driver and a tractor driver, and the receipt of the driving licence. The driving licence shall be issued to the unemployed person and the person seeking employment in accordance with the laws and regulations governing the acquisition of vehicle driving licences and tractor driving licences;

21.6. a study module or course offered by a higher education institution and implemented within the framework of a licensed study programme of an accredited study field in order to ensure the lifelong learning skills necessary for participation in labour market;

21.7. a training programme developed by a higher education institution or a sectoral undertaking which is offered on an open online course platform and which gives an unemployed person, a person seeking employment, or a person subject to the risk of unemployment an opportunity to improve or acquire modern skills, knowledge, and specialisation necessary for the future labour market in any of the official languages of the European Union. In open online course platforms, the unemployed person, the person seeking employment, or the person subject to the risk of unemployment shall receive a certification document on the completion of the training programme.

[*24 July 2012; 28 February 2017; 6 March 2018; 5 May 2020; 16 June 2020; 17 December 2020; 17 August 2021; 23 November 2021*]

21.1 The modular continuing vocational training programmes referred to in Sub-paragraph 21.1 of the Regulation shall be implemented by vocational education institutions, ensuring the completion of one or more modules of continuing vocational training programmes according to the professional competences, skills, and knowledge specified in the essential requirements for professional qualification. A document certifying education (certificate on the completion of the relevant module or relevant modules) shall be issued to the unemployed person after acquisition of the programmes referred to in this Paragraph. The costs related to the implementation of modular vocational education programmes for the completion of one module shall be covered, using the rate of EUR 4.50 per lesson, in total not exceeding EUR 360.

[*18 December 2018; 5 May 2020*]

22. A commission established by the Ministry of Welfare the composition of which shall include representatives and experts of the Ministry of Welfare, the Ministry of Economics, the Ministry of Education and Science, the Agency, the Latvian Association of Local and Regional Governments, the Employers’ Confederation of Latvia, the Free Trade Union Confederation of Latvia, and other competent State institutions, local government institutions, higher education institutions, and science institutions or associations and foundations shall, not less than once a year, determine:

22.1. the training areas, educational programmes, professions, and social and professional essential skills in which training of unemployed persons and persons seeking employment must be performed according to the demand of the labour market and the development projections of national economy sectors;

22.2. the thematic fields of the measures for increasing competitiveness;

22.3. offer of open online course platforms.

[*6 March 2018; 16 June 2020*]

23. Prior to engaging in training of unemployed persons and persons seeking employment, an unemployed person and a person seeking employment have the right to get career consultation.

[*21 June 2011*]

24. Continuing vocational education programmes, vocational in-service training education programmes (hereinafter – the vocational education programmes), and non-formal education programmes shall be developed by educational institutions in accordance with the requirements laid down in the laws and regulations governing the field of education.

[*24 July 2012*]

24.1 The training programmes of vehicle drivers and tractor drivers shall be developed in accordance with the laws and regulations regarding the organising of the training of vehicle drivers and tractor drivers.

[*28 February 2017*]

25. The Agency shall organise the training of unemployed persons and persons seeking employment:

25.1. in the fields of training, educational programmes, professions stipulated by the commission referred to in Paragraph 22 of this Regulation, and for the acquisition of social and professional basic skills stipulated by the commission;

25.2. upon a written request of an employer.

[*21 June 2011*]

26. An unemployed person shall participate in vocational education programmes, except when training is organised upon request of the employer, if:

26.1. the vocational qualification acquired previously by the unemployed person or his or her professional experience is not demanded in the labour market or it does not conform to the requirements specified for the relevant profession and, therefore, it is impossible to find appropriate work;

26.2. the unemployed person has lost his or her professional skills due to the reason that he or she has not worked in the acquired profession within the last three years;

26.3. the unemployed person has not previously acquired a professional qualification.

[*18 December 2018; 5 May 2020*]

27. [28 February 2017]

28. [28 February 2017]

29. [28 February 2017]

30. [28 February 2017]

31. The unemployed person and the person seeking employment shall be involved in the completion of the educational programmes referred to in Sub-paragraphs 21.3, 21.5, and 21.6 of this Regulation, if their skills do not conform to the changing requirements of the labour market (or these skills are insufficient) and due to this reason it is difficult to find work, except when training is organised upon a request of an employer.

[*28 February 2017; 18 December 2018; 16 June 2020*]

31.1 If the measures referred to in Paragraph 21 of this Regulation are implemented within the scope of the Youth Guarantee Programme, young unemployed persons between 15 and 29 years of age (inclusive) shall be involved therein.

[*12 August 2014; 26 May 2015; 28 February 2017*]

31.2 The unemployed person and the person seeking employment may be involved in the completion of the educational programmes referred to in Sub-paragraphs 21.1 and 21.5 of this Regulation repeatedly if the unemployed person or the person seeking employment after the previous completion of such educational programmes has received a certificate of professional qualification or a vehicle driving licence or tractor driving licence, however, has lost the professional skills, except when training is organised upon request of the employer.

[*18 December 2018*]

31.3 An unemployed person, a person seeking employment, and a person subject to the risk of unemployment shall be involved in the completion of the training programmes referred to in Sub-paragraph 21.7 of this Regulation if it is necessary for successful involvement of the unemployed person, the person seeking employment, or the person subject to the risk of unemployment in the labour market.

[*17 August 2021*]

32. The unemployed person may be repeatedly involved in the completion of the continuing vocational education programmes not earlier than two years after completion of the previous continuing vocational education programme if the unemployed person has been employed for at least two months in this period, except when the training is organised upon request of the employer.

[*23 November 2021*]

33. The unemployed person and the person seeking employment may be involved, within a year, in the acquisition of not more than three educational programmes referred to in Sub-paragraphs 21.2, 21.3, 21.5, 21.6 and Paragraph 21.1 of this Regulation, except for the cases where training is organised upon request of the employer. The unemployed person and the person seeking employment may be repeatedly involved, once a year, in a non-formal education programme for the acquisition of the official language in one level, if the unemployed person does not pass the examination of the official language proficiency in the particular level.

[*23 November 2021*]

33.1 If the Agency applies the method of a coupon for training (except for the case referred to in Sub-paragraph 21.7 of this Regulation), the term or validity of the coupon, the name of the educational programme (or aggregate of educational programmes), the number of learning hours, the intended costs of training shall be indicated in the coupon for training granted to the unemployed person or the person seeking employment. The coupon for training shall certify that the Agency will cover expenses for training for the educational institution, without exceeding the training costs indicated in the coupon.

[*17 December 2020*]

33.2 [20 April 2021]

33.3 An unemployed person, a person seeking employment, and a person subject to the risk of unemployment may be involved, within two years, in the completion of not more than six training programmes referred to in Sub-paragraph 21.7 of this Regulation, in total not exceeding EUR 500 for the completion of training programmes.

[*17 August 2021*]

34. The educational institution shall register information on training groups and, upon receipt of a coupon for training, shall determine the suitability of the unemployed person or the person seeking employment for participation in the relevant educational programme.

[*20 April 2021 / See Paragraph 227*]

34.1 If an unemployed person, person seeking employment, or employer selects an educational institution or an open online course platform which is not included in the list of educational offers of the Agency, the Agency shall assess the conformity of the educational institution with the requirements referred to in Paragraph 15 of this Regulation, but the conformity of the open online course platform with the requirements of Paragraph 15.3 of this Regulation and shall notify the educational institution and the unemployed person or the person seeking employment of the result.

[*17 December 2020*]

34.2 The Agency shall settle accounts with the educational institution for training expenses after the unemployed person or the person seeking employment has completed training, except for the case referred to in Paragraph 40 of this Regulation. The accounts shall be settled within 30 days from the day when the educational institution has submitted an invoice and a report on the course of training. The Agency shall make an advance payment in the amount of 50 % of the value of the coupon for training if the educational institution has submitted an advance invoice.

[*20 April 2021*]

34.3 [20 April 2021]

34.4 During the training referred to in Paragraph 21 of this Regulation (except for Sub-paragraph 21.7 of this Regulation), the Agency shall, until the fifteenth date of the following month, calculate and disburse the allowance of the unemployed person for the previous month, but in the last month of training the allowance shall be disbursed within 10 working days after completion of training. In the course of completion of the training programmes referred to in Sub-paragraph 21.7 of this Regulation, the Agency shall calculate and disburse the allowance to unemployed persons not later than within 15 days after receipt of a document certifying the completion of the programme and a document certifying payment at the Agency.

[*17 August 2021 / See Paragraph 232*]

34.5 In order to ensure the supervision of training quality referred to in Paragraph 21 of this Regulation, the Agency and other competent institutions are entitled to inspect the course of training at the places of the implementation of training and to request any documents related to the implementation of training from the educational institution. The Agency shall cooperate with the State Office of the Quality of Education in order to monitor and evaluate the training quality in accordance with the laws and regulations governing the quality of education, and also to perform expert examination of the remotely implemented training programmes, methodological management and surveillance of implementation.

[*26 May 2015; 28 February 2017; 16 June 2020*]

34.6 The training referred to in Sub-paragraphs 21.1, 21.2, and 21.3 of this Regulation shall be implemented in a group of six to 12 persons or, if intended, also individually or in small groups of up to five persons. The training referred to in Sub-paragraph 21.5 of this Regulation shall be implemented in accordance with the laws and regulations governing training in relation to vehicles and tractors.

[*18 December 2018*]

34.7 In implementing the training of unemployed persons and persons seeking employment, the following conditions shall be met respectively:

34.71. educational institutions shall implement the training referred to in Sub-paragraphs 21.1, 21.2, 21.3, and 21.6 of this Regulation (except for the programmes referred to in Sub-paragraph 34.7 2 of this Regulation) every working day from 8.00 to 18.00 in the form of not less than eight lessons per day, except for the cases where the training takes place in the form of electronic or flexible training;

34.72. non-formal education programmes for the acquisition of the official language, foreign languages, and computer sciences shall be implemented every working day from 8.00 to 18.00 in the form of four lessons per day;

34.73. the training referred to in Sub-paragraph 21.5 of this Regulation and the training referred to in Sub-paragraphs 21.1, 21.2, 21.3, and 21.6 of this Regulation which are organised by the Agency upon request of the employer shall be implemented every working day from 8.00 to 22.00, without exceeding eight hours per day;

34.74. the time for organising traineeship may be changed upon mutual agreement among the Agency, the educational institution, the place of traineeship, and the unemployed person, ensuring that the entire traineeship programme is completed within the specified time periods taking into account the specific nature of the place of traineeship and the educational programme to be completed;

34.75. the training programmes referred to in Sub-paragraph 21.7 of this Regulation shall be acquired for five days a week, two to four hours a day;

34.76. the training referred to in Sub-chapters 6.1 and 6.2 of this Regulation shall be implemented each day from 8.00 to 22.00, without exceeding eight hours per day.

[*23 November 2021*]

34.8 The amount of the allowance during the measures referred to in Paragraph 21 of this Regulation shall be EUR 5 per training day.

[*28 February 2017; 17 December 2020; 17 August 2021 / See Paragraph 232*]

34.9 The allowance shall be disbursed also for the period of time if training has not been attended due to a justified cause and the unemployed person submits a document confirming the justified cause to the educational institution on the following training day after such reason has ceased to exist. Non-attendance of training shall be considered justified if:

34.9 1. the unemployed person has a temporary incapacity for work;

34.9 2 the unemployed person is taking care of a sick child;

34.9 3. the unemployed person, on the basis of a summons, attends an investigative institution, the Office of the Prosecutor, or a court;

34.9 4. non-attendance of training (up to two days) is related to the death of a first-degree relative or the spouse;

34.9 5 other objective conditions exist which are not dependent on the will of the unemployed person.

[*29 March 2016*]

34.10 If training has not been attended without a justified cause, the allowance shall not be disbursed to the unemployed person for the period of time during which training was not attended.

[*29 March 2016*]

34.11 If the unemployed person does not attend training for 10 days in a row, the disbursement of the allowance shall be discontinued until the moment when the unemployed person submits a document confirming the reason justifying non-attendance to the educational institution.

[*29 March 2016*]

34.12 If the unemployed person has been excluded from the number of students by an order of the educational institution or has lost the status of an unemployed person, the disbursement of the allowance to the unemployed person shall be discontinued.

[*29 March 2016*]

34.13 If the unemployed person loses the status of an unemployed person for unjustified causes, he or she shall not be disbursed the allowance for the training period for which the disbursement of the allowance has not been made yet.

[*29 March 2016*]

35. When involving unemployed persons, persons seeking employment, and persons subject to the risk of unemployment in training, the Agency shall enter into a contract with each person on the training of the unemployed person, the person seeking employment, or the person subject to the risk of unemployment. The contract shall determine the provisions and time for the training, the mutual obligations and rights between the Agency and the unemployed person, the person seeking employment, or the person subject to the risk of unemployment during the training, and also the provisions for the discontinuation and termination of the training, including cases when discontinuation of the training shall not be considered justified. When involving an unemployed person in the training, the procedures for the receipt of an allowance shall be determined additionally in the contract.

[*17 August 2021 / See Paragraph 232*]

35.1 If an unemployed person or a person seeking employment discontinues participation in the training without a justified cause, thus not fulfilling the contract referred to in Paragraph 35 of this Regulation, the unemployed person or the person seeking employment has an obligation to reimburse the Agency the expenses referred to in Sub-paragraph 43.1 of this Regulation which have been utilised for the training. If an unemployed person or a person seeking employment does not voluntarily reimburse the abovementioned expenses for training, the Agency has the right to recover the relevant sum in accordance with the procedures laid down in laws and regulations. The Agency shall transfer the repaid claims which have formed in the previous economic years into the revenue of the State budget.

[*24 July 2012; 10 December 2013*]

35.2 If within the scope of the Youth Guarantee Programme a young unemployed person, upon applying to the measures referred to in Paragraph 21 of this Regulation, has provided false information on his or her compliance with the target group, in conformity with the restriction referred to in Paragraph 20.4 of this Regulation, the young unemployed person has an obligation to reimburse the expenses referred to in Sub-paragraph 43.1 of this Regulation and used for training.

[*12 August 2014; 28 February 2017*]

35.3 If the unemployed person or the young unemployed person within the scope of the Youth Guarantee Programme has been excluded from the number of students by an order of the educational institution and thus has lost the status of an unemployed person or if the Agency establishes that the unemployed person has provided false information to obtain or retain the status of an unemployed person, or has provided false information on compliance with the target group of the measure, he or she shall reimburse the whole amount of the allowance received during training to the Agency. If the unemployed person or the young unemployed person within the scope of the Youth Guarantee Programme does not reimburse the amount of the received allowance voluntarily, the Agency has the right to recover the relevant amount by judicial process in accordance with the procedures laid down in the Civil Procedure Law. The Agency shall transfer the reimbursed amounts of allowances which have formed in the previous economic years into the State budget revenues.

[*29 March 2016*]

36. If the Agency organises, upon request of the employer or an organisation of employers, the acquisition of vocational or non-formal education programmes in the training programmes referred to in Paragraph 21 of this Regulation, the employer or organisation of employers which, in cooperation with the Agency, independently selects an educational institution or implementer of training that conforms to the requirements referred to in Paragraph 15 of this Regulation shall select unemployed persons or persons seeking employment for the involvement in the training, except for the cases where it is necessary to implement the training in the training programmes recognised by sectoral associations. The Agency shall enter into separate bilateral contracts with the employer and the unemployed person or the person seeking employment for the implementation of vocational or non-formal education programmes, including for organising the acquisition of such educational programmes upon request of the employer or organisation of employers which are not included in the list approved by the commission referred to in Paragraph 22 of this Regulation. The contract shall determine the obligations, rights, liability of the parties and the procedures for the execution of the contract. The Agency shall cover the costs of training of one unemployed person without exceeding the amount referred to in Paragraphs 21.1, 45, 46, and 46.1 of this Regulation. The employer has an obligation to hire the unemployed person within two weeks after completion of the training by entering into an employment contract, and to employ him or her in the relevant profession for at least three months, disbursing every month a wage that is at least in the amount of the minimum monthly wage determined in the State.

[*23 November 2021*]

37. If the employer, without justified causes specified in the contract for organising the completion of vocational, and non-formal education programmes for unemployed persons or training programmes of vehicle drivers or tractor drivers, has not hired the unemployed person or, without a justified cause prior to expiry of the time period referred to in Paragraph 36 of this Regulation, has terminated the employment contract, or is employing the unemployed person not in conformity with the qualification or professional skills and abilities acquired in training, the employer has the obligation to refund the expenses (study or training fee) referred to in Sub-paragraph 43.1 of this Regulation to the Agency which have been used for the training of unemployed persons. The Agency shall transfer the refunded financial resources which have formed in the previous economic years into the State budget revenues. The employer and the unemployed person, upon previous coordination with the Agency, have the right to unilaterally discontinue employment relationships prior to expiry of the time period referred to in Paragraph 36 of this Regulation in accordance with Sections 100 and 101 of the Labour Law.

[*6 March 2018*]

38. Upon commencing the training of unemployed persons (except for the training referred to in Sub-paragraph 21.7 of this Regulation), the educational institution shall issue to the unemployed person a plan for the implementation of the vocational or non-formal education programme, including the procedures for the course of traineeship and a list of study hours (lessons), and also include him or her in the list of students by an order of the head of the educational institution. During training unemployed persons and persons seeking employment are ensured with the necessary study materials from the funds of the educational institution.

[*26 May 2015; 17 December 2020*]

38.1 In order for an unemployed person to be able to take the professional qualification examination or the final examination, he or she must attend at least 80 % of the whole number of lessons provided for in the educational programme.

[*6 March 2018*]

39. The Agency has the right, if necessary, to involve accredited examination centres in the organisation of vocational education programme qualification examinations or for organisation of final examinations.

40. If an unemployed person or a person seeking employment discontinues training, he or she shall be excluded from the list of students by an order of the head of the educational institution and the Agency, after receipt of information from the educational institution, shall perform the final settlement of accounts with the educational institution regarding training of the unemployed person or the person seeking employment, transferring the monetary funds according to the actual expenses, including for the day when the unemployed person was excluded from the list of students.

[*29 March 2016*]

41. If an unemployed person or a person seeking employment, having complied with all the requirements stipulated by the educational institution and included in the vocational education or non-formal education programme, has not passed the qualification examination or the final examination after completion of the training, he or she shall pass the qualification examination or the final examination at his or her own expense and in accordance with the laws and regulations governing the operation of the educational institution determining the time period for passing the repeat qualification examination or final examination, and also shall pay for additional training if necessary.

42. An unemployed person or a person seeking employment shall, within the time period of three working days after receipt of a document certifying the professional qualification (or a certificate on the completion of another vocational education programme or non-formal education programme), inform the Agency thereof.

43. The financial resources intended for the training of unemployed persons and persons seeking employment may be utilised for:

43.1. covering the costs of educational programmes implemented within the framework of the training of unemployed persons and persons seeking employment (tuition fee), including for covering the costs of educational programmes which arise in the case referred to in Section 12, Paragraph five and Section 15, Paragraph seven of the Support for Unemployed Persons and Persons Seeking Employment Law. In such case the disbursement of an allowance shall be suspended. Upon implementing the measures referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation, the educational institution shall cover the costs related to organising the qualification traineeship and the qualification traineeship is not organised at the educational institution where the unemployed person is completing the particular educational programme;

43.2. adapting the training and traineeship sites for unemployed persons with disability according to an opinion of an occupational therapist, but not more than EUR 1000 per training or traineeship site (including for the purchase of equipment and facilities, and also for the production and purchase of technical aids) in accordance with Chapter 6.2 of this Regulation;

43.3. covering expenses for the services of sign language interpreters, occupational therapists, and other specialists for unemployed persons involved in measures who comply with one of the target groups specified in the Support for Unemployed Persons and Persons Seeking Employment Law;

43.4. covering expenses for the qualification examinations, final examinations of educational programmes and for the obtaining of certificates;

43.5. covering expenses for the performance of such health examinations to unemployed persons and persons seeking employment involved in measures which are provided for in the laws and regulations regarding mandatory health examinations;

43.6. covering the expenses of specialised transport for a young unemployed person with disability;

43.7. covering the expenses for training in the provision of first aid of unemployed persons and persons seeking employment involved in measures, the training being provided for within the scope of training of vehicle drivers and tractor drivers and security guard employees in accordance with the laws and regulations regarding training in the provision of first aid;

43.8. covering the expenses for organising the final examination in the official language proficiency;

43.9. allowances for unemployed persons in the amount referred to in Paragraph 34.8 of this Regulation upon involvement in the measures referred to in Paragraph 21 of this Regulation;

43.10. covering or compensation of expenses for the participation in the training programmes offered by open online course platforms and for the receipt of a certification document.

[*30 July 2013; 1 October 2013; 12 August 2014; 26 May 2015; 5 January 2016; 29 March 2016; 28 February 2017; 5 September 2017; 18 December 2018; 5 May 2020; 17 December 2020; 17 August 2021*]

43.1 If the method of a coupon for training is used for the implementation of the measures referred to in Paragraph 21 of this Regulation, the value of the coupon for training referred to in Paragraphs 45, 46, and 46.1 of this Regulation shall consist of the costs referred to in Sub-paragraphs 43.1, 43.4, 43.5, and 43.7 of this Regulation (except for the case if the educational institution has included them in the training or study fee referred to in Sub-paragraph 43.1 of this Regulation).

[*26 May 2015; 28 February 2017*]

44. [28 February 2017]

45. The Agency shall, for the implementation of the measures referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation, cover the training costs of one unemployed person by multiplying the coefficient referred to in Annex 3 to Cabinet Regulation No. 655 of 2 October 2007, Regulations Regarding the Minimum of Costs for the Implementation of Vocational Education Programmes per Educatee, with the following basic values of the coupon for training:

45.1. for continuing vocational education programmes of the first qualification level with the duration of studies 480 lessons – EUR 600;

45.2. for continuing vocational education programmes of the second qualification level with the duration of studies 480 lessons – EUR 600, with the duration of studies 640 lessons – EUR 800, with the duration of studies 960 lessons – EUR 1220;

45.3. for continuing vocational education programmes of the third qualification level with the duration of studies from 960 to 1280 lessons – EUR 1220;

45.4. for vocational in-service training programmes with the duration of studies from 80 up to 320 lessons – EUR 400.

[*26 May 2015; 18 December 2018 / Amendments to Paragraph shall come into force on 1 January 2019. See Paragraph 2 of the amendments*]

45.1 The Agency shall cover the evaluation costs of the professional competence acquired outside the formal education system referred to in Sub-paragraph 21.1 of this Regulation according to the price list of paid services of vocational education institutions and examination centres. The Agency shall reimburse the costs referred to in this Paragraph to the unemployed person within one month after the application of the unemployed person for the reimbursement of the evaluation costs of the professional competence has been received. The Agency shall check the veracity of the information indicated in the application, using the information at the disposal of the State Office of the Quality of Education.

[*28 February 2017*]

46. For the implementation of the measure referred to in Sub-paragraph 21.3 and 21.6 of the Regulation, the Agency shall, for educational programmes with the length of studies from 60 up to 159 lessons, use the rate of EUR 4.50 per lesson to determine the value of the coupon for the training of one unemployed person, altogether not exceeding EUR 360.

[*28 February 2017; 16 June 2020*]

46.1 The measure referred to in Sub-paragraph 21.5 of this Regulation shall be implemented in accordance with the laws and regulations governing the training of vehicles and tractors, and the Agency shall cover the training costs of one unemployed person according to the following procedures:

46.1 1. upon organising the training of vehicle drivers, the rate of EUR 12 per lesson shall be used for determining the value of the coupon for the training of one unemployed person, altogether not exceeding EUR 920;

46.1 2. upon organising the training of TR1 and TR2 category tractor drivers, the rate of EUR 6 per lesson shall be used for determining the value of the coupon for the training of one unemployed person, altogether not exceeding EUR 640;

46.1 3. upon organising the training of TR3 category tractor drivers, the rate of EUR 6 per lesson shall be used for determining the value of the coupon for the training of one unemployed person, altogether not exceeding EUR 520;

46.1 4. upon organising the training of TR4 category tractor drivers, the rate of EUR 6 per lesson shall be used for determining the value of the coupon for the training of one unemployed person, altogether not exceeding EUR 650.

[*18 December 2018; 23 November 2021*]

46.2 If an unemployed person, a person seeking employment, or a person subject to the risk of unemployment is participating in a training programme on the open online course platform referred to in Sub-paragraph 21.7 of this Regulation, the Agency shall, within 15 days after receipt of a document certifying completion of the course and a document certifying payment, disburse a compensation for the completion of the training programme and the receipt of the certification document. The unemployed person, the person seeking employment, or the person subject to the risk of unemployment has the right to request an advance payment in the amount of not more than 50% of the fee for the training programme. The procedures for the disbursement of an advance payment shall be determined in the contract with the Agency on the completion of the training programme.

[*17 August 2021 / See Paragraph 232*]

**3.2. Training at the Employer for Preparing a Specialist Required by It**

[10 December 2013]

47. [10 December 2013]

48. [10 December 2013]

49. [10 December 2013]

50. [10 December 2013]

51. [10 December 2013]

52. [10 December 2013]

53. [10 December 2013]

54. [10 December 2013]

55. [10 December 2013]

56. [10 December 2013]

57. [10 December 2013]

58. [10 December 2013]

**3.3. Training for Acquiring and Maintaining Practical Work Skills if the Employer is a Local Government**

[13 December 2011]

59. [13 December 2011]

60. [13 December 2011]

61. [13 December 2011]

62. [13 December 2011]

63. [13 December 2011]

64. [13 December 2011]

65. [13 December 2011]

66. [13 December 2011]

67. [13 December 2011]

68. [13 December 2011]

**3.4. Measures Providing for Entering into an Employment Contract**

69. An employer shall enter into an employment contract with an unemployed person who is involved in the following measures – in the measures for specific groups of persons, training with the employer, the measure “First Work Experience for Youth” implemented within the scope of complex aid measures –, and also a person who acquires education at a general, special or vocational education institution and who is being involved in employment measures during the summer holidays (hereinafter – the student), in accordance with the laws and regulations governing employment relationships. The Agency shall not perform the selection of unemployed persons in accordance with the procedures laid down in Paragraph 5 of this Regulation if the employer and the unemployed person have agreed upon the establishment of employment relationships and the unemployed person complies with the involvement conditions of the particular measure.

[*24 July 2012; 20 May 2014; 29 March 2016; 18 December 2018*]

70. An employer who has entered into a contract for the implementation of a measure must participate in the co-financing of the relevant measure (also by making mandatory State social insurance contributions for the unemployed persons or students involved in the measures). The part co-financed by the employer shall be covered from the funds which are not aid for commercial activity.

[*6 March 2018; 18 December 2018*]

71. [23 November 2021]

72. Unemployed persons and students shall be involved in the measures that provide for the entering into an employment contract by the assignment of the Agency.

73. When terminating an employment contract with an unemployed person, the employer has an obligation to inform the Agency thereof within three working days after notice of termination, indicating the basis for the notice of termination of the employment contract.

74. Measures providing for the entry into an employment contract, except for employment measures during the summer holidays, may be implemented only at newly created workplaces and workplaces which are vacant due to the termination of legal employment relationships on the basis of a notice of termination by an employee, on the basis of an agreement between an employer and an employee or on the basis of a notice of termination by an employer in the cases referred to in Section 101, Paragraph one, Clauses 1, 2, 3, 4, 5, and 11 of the Labour Law, and also at workplaces with part-time work, if such working time has been determined upon a request of an employee, and if the relevant unemployed person has not been employed by the relevant employer at least 12 months prior to engaging in the measure.

[*5 May 2020*]

74.1 The service of a social mentor for persons with the status of a refugee or alternative status shall be provided, until 31 December 2021, upon request of an unemployed person or an employer in measures which provide for entering into an employment contract, by social mentors attracted by the Social Integration Fund within the scope of the Measure 9.1.4.4 “Promotion of Diversity (Prevention of Discrimination)” of the Specific Objective 9.1.4 “To increase integration of inhabitants subject to discrimination risks in the society and labour market” of the Operational Programme “Growth and Employment”, helping to obtain the skills necessary for commencing working life for the first three days after commencing the participation in the measure.

[*28 February 2017*]

74.2 An aid person at work (hereinafter – the aid person) for unemployed persons with mental disorders who are becoming involved in the measures referred to in Paragraphs 79 and 109.1 and Sub-paragraph 131.3 of this Regulation shall help, for example, to integrate at the workplace (participation in negotiations with the employer, provision of aid in learning and execution of the work tasks indicated by the work manager, forming of interaction and communication with the employer, the work manager, and colleagues, provision of psychological and motivating aid) in conformity with the work procedure regulations and the work duties. The aid person shall provide the service to a person with mental disorders for 12 months in the following extent:

74.2 1. in the first week of employment relationships – every working day specified for the unemployed person throughout the working hours agreed upon with the unemployed person;

74.2 2. from the second week to the fifth week of employment relationships – every working day specified for the unemployed person, but not more than three hours per day;

74.2 3. from the sixth week to the ninth week of employment relationships – twice a week, but not more than one hour at each time of providing the service to the unemployed person on the specified working day;

74.2 4. from the tenth week of employment relationships – once a week, but not more than one hour at each time of providing the service.

[*28 February 2017*]

74.3 After a 12-month period, but not later than until the final term of the measure the employer and the person with mental disorders, if necessary, have the right to turn to the service provider referred to in Paragraph 74.2 of this Regulation free of charge to receive the necessary aid, in the form of consultations, for successful continuation of employment relationships.

[*28 February 2017*]

74.4 The period of temporary incapacity for work and other period of time when the unemployed person did not perform work for justified causes shall not be included in the time periods referred to in Paragraphs 74.2 and 74.3 of this Regulation.

[*28 February 2017*]

74.5 The services of the aid person may be provided by a person with corresponding education in the field of health care, social care or social rehabilitation, social work or caritative social work, pedagogy, or psychology and in professions corresponding to these fields which have been included in the Classification of Occupations.

[*28 February 2017*]

74.6 In order to ensure the service of the aid person to persons with mental disorders, the Agency shall, according to the laws and regulations regarding public procurements, select service providers – associations, foundations, or other legal persons or natural persons the purpose of the operation of which is related to the provision of aid to persons with disability. The costs of the aid person shall be not more than EUR 7 per hour of the provision of the service, without exceeding 40 working hours per week, in proportion to the number of hours worked by the unemployed person with disability.

[*28 February 2017; 6 March 2018*]

74.7 A mentor of the Latvian language shall help the refugees and persons with alternative status (hereinafter – the language mentor) who have commenced employment relationships or are getting involved in the measures referred to in Paragraphs 79, 109.1, Sub-paragraph 131.3, and Paragraph 141.1 of this Regulation, to improve the knowledge of the Latvian language necessary for work, to acquire the professional vocabulary of the work, and to integrate into the working environment independently during the first four months of employment relationships.

[*6 March 2018*]

74.8 The service of the language mentor shall be ensured to a person who meets all of the following requirements:

74.8 1. the person has acquired the status of a refugee or alternative person;

74.8 2. the service of the language mentor has been requested within 10 working days from the day of commencing employment relationships;

74.8 3. the person has previous knowledge in the Latvian language.

[*6 March 2018*]

74.9 The service of the language mentor shall be ensured for the first four months after commencement of employment relationship in the amount of not more than 20 academic hours per month according to an individual plan for the acquisition of the official language. One language mentor shall ensure the service concurrently to not more than four persons.

[*6 March 2018*]

74.10 The services of the language mentor may be provided by a person with a corresponding education in pedagogy or philology.

[*6 March 2018*]

74.11 The period of temporary incapacity for work and other period of time when the unemployed person did not perform work and was not able to receive the services of the language mentor for justified causes shall not be included in the time period referred to in Paragraph 74.9 of this Regulation.

[*6 March 2018*]

74.12 The Agency shall select providers of the service referred to in Paragraph 74.7 of this Regulation in accordance with the laws and regulations regarding public procurements.

[*6 March 2018*]

74.13 A person may be repeatedly involved in the measure referred to in Paragraph 74.7 of this Regulation not earlier than three months after the previous participation in such measure has ended. Such restriction shall not apply to cases when participation in a measure has been discontinued due to reasons beyond the control of the unemployed person and it has lasted less than half of the intended time of participation.

[*6 March 2018*]

**3.4.1. Temporary Paid Work**

[13 December 2011]

75. [13 December 2011]

76. [13 December 2011]

77. [13 December 2011]

78. [13 December 2011]

**3.4.2. Measures for Specific Groups of Persons**

[*26 May 2015*]

79. Measures for specific groups of persons shall provide for employment of unemployed persons at workplaces co-financed by the State in order to help the unemployed persons comprehend the requirements of the labour market, to promote integration into society and settlement in permanent work of the target group of unemployed persons.

80. Unemployed persons who are not involved in training with the employer and in active employment measures providing for entering into an employment contract and who meet at least one of the following criteria shall be involved in measures for specific groups of persons:

80.1. a person with disability;

80.2. disadvantaged unemployed persons:

80.2.1. the person has been without employment for at least 12 months and, during this period of time, has not been considered an employee or a self-employed person in accordance with the law On State Social Insurance for more than two months on a continuous basis;

80.2.2. the person is older than 55 years of age, but more than two years remain until attaining the age at which he or she is eligible to receive the old-age pension;

80.2.3. the person who has obtained the status of a refugee or alternative person;

80.2.4. not more than two years remain for the person until attaining the age at which he or she is eligible to receive the old-age pension;

80.3. an unemployed person under the age of 29 years (including) who has graduated from the special education programme.

[*18 December 2018; 5 May 2020; 23 November 2021*]

81. If measures for specific groups of persons are implemented within the scope of the Youth Guarantee Programme, young unemployed persons between 18 and 29 years of age (if the young unemployed persons referred to in Sub-paragraphs 81.2, 81.3, and 81.4 of this Regulation are being involved in the measures) or between 15 and 29 years of age (if the young unemployed persons referred to in Sub-paragraph 81.1 of this Regulation are being involved in the measures) who are not involved in training with the employer and in active employment activities providing for entering into an employment contract and who meet at least one of the following criteria shall be involved therein:

81.1. a person with disability;

81.2. the person has been without employment for at least six months and, during this period of time, has not been considered an employee or a self-employed person in accordance with the law On State Social Insurance for more than two months on a continuous basis;

81.3. the person has not obtained general education or professional qualification (International Standard Classification of Education) or completed a full-time educational programme two or more years ago (obtained secondary vocational or higher education) and has not found the first permanent paid work yet (has not been considered an employee or a self-employed person in accordance with the law On State Social Insurance for more than two months on a continuous basis);

81.4. a person who has obtained the status of a refugee or alternative person.

[*28 February 2017; 6 March 2018*]

82. In order to implement measures for specific groups of persons, the Agency shall, taking into consideration the procedures developed thereby for the selection of employers and unemployed persons, select employers – merchants (except for educational institutions the main task of which is the implementation of educational programmes), self-employed persons, associations (except for political parties) or foundations, co-operative societies – which, according to the contract entered into for the implementation of measures, ensure the following:

82.1. establishment of employment relationships with the disadvantaged unemployed persons, disadvantaged young persons, and unemployed persons with disability, involved in the measures;

82.2. a qualified work manager who helps the unemployed persons involved in the measures to acquire the basic abilities and skills necessary for work. A person who has obtained education or has at least two years’ work experience in the profession in which the unemployed person is employed shall be considered a qualified work manager. The work manager shall not require education or work experience in the profession in which the unemployed person is employed, if it is planned to employ the unemployed person in semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations). One work manager shall manage work for concurrently not more than two unemployed persons. A qualified work manager shall be ensured:

82.2.1. if the unemployed person has work experience of less than three months in the time period of the last 10 years and has no education in the relevant profession – for the first two months from the day when the unemployed person has been involved in a measure;

82.2.2. if the unemployed person has work experience of not less than three months in the time period of the last 10 years or education in the relevant profession or if it is planned to employ the unemployed person in semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations) – for one month from the day when the unemployed person has been involved in the measure;

82.2.3. if measures for specific groups of persons are implemented within the scope of the Youth Guarantee Programme – for the first three months from the day when the unemployed person has been involved in the measure, employing the young unemployed persons referred to in Sub-paragraphs 81.2, 81.3, and 81.4 of this Regulation, or throughout the period of time when the unemployed person is involved in the measure, employing the young unemployed persons referred to in Sub-paragraph 81.1 of this Regulation;

82.2.4. if the functional type of disability of an unemployed person constitutes mental disabilities – for six months from the day when the unemployed person has been involved in the measure;

82.3. the adaptation of workplaces, offered to the unemployed persons with disability, in conformity with the opinion provided by the occupational therapist;

82.4. [5 May 2020];

82.5. the continuation of employment relationship in the relevant profession with the unemployed person involved in the measure for at least three more months after completion of the measure (except for associations and foundations), disbursing on a monthly basis the monthly wage determined during the measure.

[*29 March 2016; 28 February 2017; 5 September 2017; 6 March 2018; 18 December 2018; 5 May 2020; 20 April 2021; 23 November 2021*]

82.1 In measures for specific groups of persons, the number of unemployed persons concurrently involved at one employer on the day when the decision on the conformity of the employer with the requirements brought forward for the implementation of the measure has been taken shall not exceed 50 % of the total number of persons employed by the employer and not more than 20 persons in total.

[*20 April 2021; 23 November 2021*]

83. An unemployed person may be repeatedly involved in the measures for specific groups of persons not earlier than 12 months after the unemployed person has completed participation in the previous measure. Such restriction shall not apply to cases if participation in a measure has been discontinued due to reasons beyond the control of the unemployed person and it has lasted less than half of the intended time of participation. The unemployed person may not be repeatedly involved in measures for specific groups of persons with the same employer.

[*20 April 2021; 23 November 2021*]

83.1 If after the end of the involvement period referred to in Paragraph 86 of this Regulation the employer refuses to continue the employment relationship with the unemployed person referred to in Paragraph 80 of this Regulation for three months without justified causes that are specified in the contract for the implementation of the measure, the employer has the obligation to repay the Agency the monthly wage subsidy for three months and it is not entitled to repeatedly become involved in the implementation of the measures for the specific groups of persons for two years from the end of the involvement period referred to in Paragraph 86 of this Regulation. The employer and the unemployed person, upon previous coordination with the Agency, have the right to unilaterally discontinue employment relationships prior to expiry of the time period referred to in Paragraph 86 of this Regulation in accordance with Sections 100 and 101 of the Labour Law.

[*5 May 2020; 20 April 2021*]

84. During the implementation of measures the Agency, financial aid shall be ensured to the employers for the monthly wages of employees. The monthly subsidy shall not exceed the amount of the minimum monthly wage determined in the State. The financial aid in the form of a monthly subsidy shall be granted:

84.1. in the amount of 50 % of the wage costs per one year, upon employing the disadvantaged unemployed persons referred to in Sub-paragraphs 80.2.1, 80.2.2, and 80.2.3 of the Regulation;

84.2. in the amount of 80 % of the wage costs per one year, upon employing the disadvantaged unemployed persons referred to in Sub-paragraph 80.2.4 of the Regulation;

84.3. in the amount of the minimum monthly wage determined in the State, upon employing the unemployed persons referred to in Sub-paragraph 80.3 of this Regulation.

[*5 May 2020; 23 November 2021*]

85. Within the scope of the Youth Guarantee Programme the period of the provision of financial aid for the employment of one disadvantaged young unemployed person shall not exceed:

85.1. 12 months, upon employing the young unemployed persons referred to in Sub-paragraphs 81.2, 81.3, and 81.4 of this Regulation;

85.2. 24 months, upon employing the young unemployed persons referred to in Sub-paragraph 81.1 of this Regulation.

[*28 February 2017*]

86. The period of the provision of financial aid for the employment of one disadvantaged unemployed person shall not exceed:

86.1. 12 months when employing the unemployed persons referred to in Sub-paragraph 80.1 of this Regulation who have been granted the Group III disability or the unemployed persons referred to in Sub-paragraphs 80.2.1, 80.2.2, 80.2.3, and 80.2.4 of this Regulation;

86.2. 18 months when employing the unemployed persons referred to in Sub-paragraph 80.1 of this Regulation who have been granted the Group I or II disability or whose functional type of disability constitutes mental disabilities, or when employing the unemployed persons referred to in Sub-paragraph 80.3 of this Regulation.

[*23 November 2021*]

87. During implementation of measures, the Agency shall, for the employers who employ the disadvantaged young unemployed persons referred to in Sub-paragraphs 81.2, 81.3, and 81.4 of this Regulation and the unemployed persons referred to in Sub-paragraphs 80.2 and 80.3 of this Regulation, ensure, in accordance with Sub-paragraph 82.2 of this Regulation, a monthly subsidy for work managers who are working with the disadvantaged unemployed persons and the disadvantaged young unemployed persons hired. The subsidy shall be given in the amount of EUR 10 for each day when the work is managed.

[*23 November 2021*]

88. During implementation of measures the Agency shall ensure the following financial aid to the employers who employ unemployed persons with disability:

88.1. the monthly wage subsidy to the hired unemployed persons with disability. The subsidy for normal working hours shall not be more than the amount of one and a half minimum monthly wages determined in the State or shall be in the amount of the minimum monthly wage determined in the State, if it is planned to employ the unemployed person with disability in semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations);

88.2. the monthly subsidy to the work managers who work with the hired unemployed persons with disability. The subsidy shall be given in the amount of EUR 10 for each day when the work is managed for the period of up to two months or six months if the functional type of disability of the unemployed person constitutes mental disabilities;

88.3. a one-time grant for the purchase of equipment and facilities, and also for the production and purchase of technical aids (including delivery and assembly) in order to adapt the workplaces for the hired unemployed persons with disability. The grant shall be granted in conformity with the estimate for the adaptation of the workplace submitted by the employer which conforms to the opinion of the occupational therapist, but no more than in the amount of EUR 1000 for the adaptation of one workplace;

88.4. [5 May 2020];

88.5. [5 May 2020];

88.6. the funding for covering the expenses of the purchase of personal protective equipment in the amount of not more than EUR 50 per unemployed person who has commenced his or her participation in a measure before 30 June 2022;

88.7. the subsidy for making mandatory State social insurance contributions in proportion to the share of the subsidy of the wage.

[*29 March 2016; 28 February 2017; 5 September 2017; 5 May 2020; 16 June 2020; 17 December 2020; 29 June 2021; 23 November 2021 / Sub-paragraph 88.7 shall come into force on 1 January 2022, see Paragraph 234*]

88.1 If the employer employs in the measure the unemployed persons referred to in Sub-paragraphs 80.1 and 81.1 of this Regulation part-time, the amount of the subsidy referred to in Sub-paragraph 88.1 of this Regulation and granted to the employer is reduced in proportion.

[*29 March 2016*]

88.2 Upon establishing legal employment relationships for an indefinite period, the employer and the unemployed person with disability have the right to receive the financial aid referred to in Sub-paragraphs 88.2, 88.3, and Paragraph 94 of this Regulation. The financial aid shall be ensured according to the following procedures:

88.2 1. if the aid referred to in Sub-paragraphs 88.2 and 88.3 of this Regulation is necessary, the employer shall request it not later than within one month after commencement of the employment relationship and the Agency shall, upon assessing the conformity of the employer with the requirements brought forward for the applicants of implementation of the measures laid down in this Regulation, take the decision to grant the financial aid within 10 days from the day of receipt of the application;

88.2 2. if the aid referred to in Paragraph 94 of this Regulation is necessary, the unemployed person with disability shall request it not later than one month after commencement of the employment relationship and the Agency shall take the decision to grant the financial aid within 10 days from the day of receipt of the application;

88.2 3. the aid referred to in Sub-paragraph 88.2 and Paragraph 94 of this Regulation shall be ensured in conformity with the time periods referred to in Paragraph 74.2, Sub-paragraph 82.2, Paragraphs 85 and 86 of the Regulation.

[*5 May 2020; 20 April 2021*]

89. [28 February 2017]

90. [28 February 2017]

91. The time periods referred to in Sub-paragraphs 82.2.1, 82.2.2, and 82.2.3 of this Regulation shall not include the period of temporary incapacity for work and other periods of time when the employee did not perform work for justified causes.

[*29 March 2016; 28 February 2017*]

91.1 The Agency shall compensate the costs for the performance of such health examinations to the unemployed person which are provided for in the laws and regulations regarding the procedures by which mandatory health examination must be performed, if they have been performed prior to the commencement of employment relationships, but in the amount of not more than EUR 50 per unemployed person. The compensation of costs shall be requested within 10 working days after performance of health examination.

[*18 December 2018; 23 November 2021*]

92. [28 February 2017]

93. [28 February 2017]

94. During the implementation of the measure, the Agency shall provide to unemployed persons with disability the services of sign language interpreters, occupational therapists, aid persons, and other specialists. Prior to involving unemployed persons with disability in a measure (hiring), an occupational therapist chosen by the Agency shall evaluate the workplaces offered by the employers. Services of a sign language interpreter shall be provided to unemployed persons with disability for ensuring interaction with a qualified work manager in accordance with the time periods referred to in Sub-paragraph 82.2 of this Regulation.

[*5 May 2020*]

95. The occupational therapist, after evaluation of the workplace offered by the employer, shall provide a written opinion to the Agency on the conformity of the workplace for employment of an unemployed person with disability and the technical aids necessary for adjustment of the workplace according to the type of functional disorder of the unemployed person, the level of seriousness thereof and the work to be carried out.

96. If a workplace is offered to an unemployed person with disability, the adaptation provisions thereof shall be determined in the contract between the Agency and the employer for the implementation of measures. If during the implementation of the measure the equipment of the adapted workplace has been damaged, the costs of repair or renewal thereof shall be covered by the employer.

[*29 March 2016*]

96.1 The financial aid granted to the employer for the employment of disadvantaged unemployed persons, disadvantaged young unemployed persons, and unemployed persons with disability may be used concurrently with the aid for commercial activity for other purposes.

**3.4.3. Work Tests**

97. [29 March 2016]

98. [29 March 2016]

99. [29 March 2016]

100. [29 March 2016]

101. [29 March 2016]

102. [29 March 2016]

**3.4.4. Employment Measures During Summer Holidays for Persons who Acquire Education at General, Special or Vocational Education Institutions**

103. Employment measures during the summer holidays for persons between 15 and 20 years of age (inclusive) who acquire education at general, special or vocational education institutions (hereinafter – the employment measures during the summer holidays) shall provide for temporary employment of students (up to two months) during the summer holidays at the workplaces co-financed by the State in order to ensure to them a possibility to acquire the basic work abilities, skills, and work experience.

[*20 May 2014; 26 May 2015*]

104. The Agency shall publish the notification to the students regarding a possibility to apply for the participation in employment measures during the summer holidays on the website of the Agency, and also in other mass media.

[*1 October 2013; 20 May 2014*]

105. The Agency shall register a student for the participation in employment measures during the summer holidays, if the person presents a personal identification document and provides the information referred to in Paragraph 106 of this Regulation. The Agency shall register the students by completing the accounting card of the student.

106. The given name, surname, personal identity number, address of the declared place of residence, information on disability, contact information (telephone number, e-mail address) of the student, number of the personal identification document, and also the name of the educational institution and the type and level of education to be acquired shall be indicated in the accounting card of the student. When registering at the Agency, the student shall certify with a signature the veracity of the information provided.

[*23 April 2019*]

107. The Agency shall survey and select employers which, according to the contract entered into for the implementation of the employment measures during the summer holidays, offer workplaces to students and shall organise entering into an employment contract between the employer and the student for the establishment of employment relationships. The student has the right to recommend a specific employer to the Agency, if the student has agreed in advance with this employer regarding work, and the employer has applied a work position for employment measures during the summer holidays.

[*20 May 2014*]

108. The employer shall ensure a work manager to the student involved in the measure who shall help acquire the basic abilities and skills necessary for work, shall carry out the account of the working time, control the work of the student and ensure the monitoring of the student during the working time. One work manager may manage the work of not more than 10 students involved in the measure or not more than five students, if the work manager is managing work of at least one student with disability.

[*20 May 2014; 23 April 2019*]

108.1 The Agency shall ensure consultations to employers who are employing or are planning to employ students with disability regarding the employment of the abovementioned students.

[*23 April 2019*]

109. The financial resources intended for the employment measures during the summer holidays may be used for:

109.1. the monthly wage of the students involved in the measures. The subsidy shall be granted to the employer in the amount of 50 % of the minimum monthly wage determined in the State or in the amount of the minimum monthly wage determined in the State if an educatee with disability is involved in measures, in proportion to the hours worked by the educatee per month;

109.2. the monthly subsidy for the work manager who works with the hired students. For managing the work of 10 students the subsidy shall be granted in the amount of the minimum monthly wage determined in the State, accordingly for managing the work of one student – one tenth from the abovementioned monthly subsidy. If the work manager is managing work of at least one student with disability, the subsidy shall be granted in the amount of 60 % of the minimum monthly wage determined in the State, accordingly for managing the work of each subsequent student – one tenth from the amount of the minimum monthly wage determined in the State;

109.3. insurance of students against accidents during the implementation of the measure;

109.4. for covering the expenses for the performance of such health examinations for students involved in measures which are provided for in the laws and regulations regarding mandatory health examinations, but not more than EUR 50 per student.

[*20 May 2014; 29 March 2016; 6 March 2018; 23 April 2019; 5 May 2020; 23 November 2021*]

**3.4.5. Training at the Employer**

[*24 July 2012*]

109.1 Training at the employer for a period of up to four months, establishing an employment relationship during training with the unemployed person involved in the training (hereinafter – the practical training), shall be organised for an employer – a merchant (except for an educational institution the main task of which is the implementation of educational programmes), a self-employed person, an association (except for a political party), or a foundation – for practical preparation of the necessary employee.

[*23 November 2021*]

109.2 The practical training shall not be organised for the acquisition of unskilled or semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations).

109.3 The practical training shall include the acquisition of professional competence which conforms to the professional competence of the first, second or third level professional qualification level.

109.4 The Agency shall, according to the procedures developed for the selection of employers, select employers for the implementation of the practical training of unemployed persons.

[*26 May 2015*]

109.5 The Agency and the employer shall enter into a contract regarding implementation of the practical training. The contract shall determine the professions in which the practical training is to be performed, the level of acquisition of professional competencies, the number of unemployed persons to be trained, the procedures for the implementation of the practical training, the obligations, rights, and liability of the parties, the qualification requirements brought forward by the employer for the unemployed persons to be involved in the practical training.

[*5 September 2017; 23 November 2021*]

109.6 Taking into account the developed procedures for the selection of unemployed persons, the Agency in cooperation with the selected employers shall perform the selection of unemployed persons to be involved in the practical training according to the qualification requirements stipulated by the employer. The suitability of an unemployed person for involving in the practical training shall be determined by the employer.

109.7 [23 November 2021]

109.8 If the employer has terminated the employment contract before the end of the time period referred to in Paragraph 109.1 of this Regulation without justifying reasons that are specified in the contract for the implementation of the practical training, the employer has an obligation to repay the resources referred to in Paragraph 109.13 of this Regulation to the Agency which have been used for the practical training of the unemployed person. The Agency shall transfer the refunded financial resources which have formed in the previous economic years into the State budget revenues. The employer and the unemployed person, upon previous coordination with the Agency, have the right to unilaterally discontinue employment relationships prior to expiry of the time period referred to in Paragraph 109.1 of this Regulation in accordance with Sections 100 and 101 of the Labour Law.

[*6 March 2018; 23 November 2021*]

109.9 Upon commencing the practical training, the employer shall issue a practical training plan coordinated with the Agency to unemployed persons.

109.10 An unemployed person may be repeatedly involved in the practical training not earlier than two years after the previous practical training is completed. Such restriction shall not apply to cases when participation in a measure has been discontinued due to reasons beyond the control of the unemployed person and it has lasted less than half of the intended time of participation.

109.11 The employer shall ensure the following to unemployed persons involved in a measure during the practical training:

109.11 1. establishment of employment relationships, disbursing in a month a wage in the amount of at least the minimum monthly wage determined in the State;

109.11 2. the acquisition of the first, second or third professional qualification level of professional competence, organising the necessary theoretical and practical training and providing basic knowledge regarding professional duties and the requirements related to the performance thereof;

109.11 3. a qualified work manager who helps to strengthen the work skills, professional skills, and knowledge. A person who has acquired education or has work experience of not less than two years in the profession in which the practical training of unemployed persons is performed shall be considered a qualified work manager. One work manager may manage the work of not more than two unemployed persons involved in the practical training.

[*28 February 2017*]

109.12 Upon entering into contracts, an employer has the right to involve other experts and teaching staff in implementation of the practical training who have acquired education and have practical experience of not less than two years in the profession in which the practical training of unemployed persons is performed. If additional theoretical training is required for the unemployed person within the scope of the practical training for the performance of professional duties, the unemployed person may be involved, during the practical training, in the completion of the modular vocational education programmes referred to in Paragraph 21.1 of this Regulation or non-formal education programmes developed by a sectoral enterprise and recognised by sectoral associations according to the professional competencies to be acquired within the scope of the practical training, using the rate of EUR 4.50 per lesson, not exceeding EUR 360 in total per training programme. The period of completing the modular vocational education programmes shall be included in the time period for the implementation of the practical training referred to in Paragraph 109.1 of the Regulation, and during the completion of these programmes the unemployed person shall continue to receive the wage determined for him or her.

[*23 November 2021*]

109.13 The Agency shall grant the financial resources provided for the practical training in accordance with Chapter 6.2 of this Regulation, and they may be used:

109.13 1. as a monthly wage subsidy to an employer of unemployed persons involved in practical training in the following amount:

109.131.1. for the first professional qualification level – EUR 300 per month for two months of training;

109.131.2. for the second professional qualification level – EUR 350 per month for three months of training;

109.131.3. for the third professional qualification level – EUR 350 per month for four months of training;

109.132. as a subsidy to the work manager of unemployed persons involved in the practical training in the amount of EUR 10 for each day of practical training of the unemployed person. The subsidy shall be granted in proportion to the days when the unemployed person was involved in the practical training;

109.13 3. in order to adapt the practical training place for unemployed persons with disability according to an opinion of an occupational therapist, but no more than EUR 1000 per one place;

109.13 4. [5 May 2020];

109.13 5. [5 May 2020];

109.13 6. [20 May 2014];

109.13 7. if necessary, for covering the expenses for personal protective equipment upon commencing work – up to EUR 100;

109.138. for the mandatory State social insurance contributions from the share of the wage subsidy for an unemployed person with a disability who is involved in a measure.

[*30 July 2013; 1 October 2013; 20 May 2014; 12 August 2014; 26 May 2015; 29 March 2016; 28 February 2017; 5 September 2017; 6 March 2018; 5 May 2020; 17 December 2020; 23 November 2021 / Sub-paragraph 109.13 8 shall come into force on 1 January 2022, see Paragraph 234*]

109.14 [26 May 2015]

109.15 [26 May 2015]

109.16 [26 May 2015]

109.17 Upon not receiving the financial aid referred to in Sub-paragraph 109.13 1 of this Regulation, the employers which employ unemployed persons with disability shall retain the right to receive the financial aid referred to in Sub-paragraphs 109.13 2 and 109.13 3 of the Regulation. The financial aid referred to in Sub-paragraphs 109.13 2 and 109.13 4 of this Regulation shall be ensured in conformity with the time periods referred to in Paragraphs 74.2 and 109.1 of this Regulation.

[*28 February 2017; 5 May 2020*]

109.18 During the implementation of the measure, the Agency shall provide the following for unemployed persons:

109.181. to provide the services of sign language interpreters, occupational therapists, aid persons, and other specialists for unemployed persons with disability;

109.182. cover the costs for the performance of mandatory health examinations provided for in laws and regulations, but not more than in the amount of EUR 50.

[*5 May 2020; 23 November 2021*]

**3.4.6. Measures for Specific Groups of Persons for the Mitigation of the Consequences Caused by the Emergency Situation**

[*16 June 2020*]

109.19 Measures for specific groups of persons for the mitigation of the consequences caused by the emergency situation provide for employment of unemployed persons at workplaces co-financed by the State (hereinafter – the wage subsidy aid measure) in order to help to overcome the consequences the emergency situation has caused in the labour market and to promote the placement of unemployed persons in permanent work.

[*16 June 2020*]

109.20 The wage subsidy aid measure shall involve those unemployed persons who are not participating in active employment measures providing for the conclusion of employment contract and who have not been employed by the respective employer within the last two months before participation in the measure, or who have not been previously employed by the respective employer within the framework of the wage subsidy aid measure or the measures referred to in Sub-chapter 3.4.2 of the Regulation.

[*16 June 2020*]

109.21 In order to implement the wage subsidy aid measure, the Agency shall, by taking into consideration the procedures developed thereby for the selection of employers and unemployed persons, select employers – economic operators (except for medical treatment institutions in which the State or local government share in equity capital individually or together exceeds 50 % and also educational institutions the main task of which is the implementation of educational programmes), self-employed persons and co-operative societies in accordance with the following conditions:

109.21 1. [17 December 2020];

109.21 2. the number of unemployed persons participating in the wage subsidy aid measure does not exceed 50 % of the total number of employees of the employer, but not more than 20 persons;

109.21 3. the employer has registered its economic activity in accordance with the requirements of the laws and regulations governing the relevant economic activity;

109.21 4. on the day when the application is submitted, insolvency proceedings have not been declared for the employer;

109.21 5. on the day when the application is submitted, the employer has no tax debts, including the debts of mandatory State social insurance contributions which exceed EUR 150 in total in any country;

109.21 6. within the last year from the day when the application was submitted, the employer has not made any serious violations of the conditions for implementing the measures in accordance with the provisions of Sub-paragraph 15.4 of the Regulation.

[*16 June 2020; 20 April 2021*]

109.22 An employer is entitled to apply for the wage subsidy aid measure until 31 December 2023.

[*16 June 2020; 23 November 2021*]

109.23 In accordance with the concluded contract for the implementation of the wage subsidy aid measure, an employer shall ensure:

109.23 1. establishment of employment relations with the unemployed person;

109.23 2. wage in the amount of at least the minimum monthly wage determined in the State;

109.23 3. the continuation of legal employment relationships in the relevant profession with the unemployed person involved in the wage subsidy aid measure at least for three more months after the end of the measure, disbursing the monthly wage determined during the measure.

[*16 June 2020*]

109.24 The funds intended for the wage subsidy aid measure may be granted to an employer and used for:

109.241. the monthly wage subsidy to the hired unemployed person for up to six months in proportion to the number of days worked by the unemployed person in a month. The wage subsidy shall be 50 % of the monthly wage determined for the unemployed person, but not more than the minimum monthly wage determined in the State in proportion to the number of days worked by the unemployed person in a month;

109.24 2. covering the expenses of the purchase of personal protective equipment in the amount of not more than EUR 50 per one unemployed person if he or she has commenced participation in the measure until 31 December 2021.

[*16 June 2020; 17 December 2020; 29 June 2021*]

109.25 The funds intended for the wage subsidy aid measure may be granted to an unemployed person and used for covering the expenses of performing the mandatory health examinations provided for in laws and regulations in the amount of up to EUR 50.

[*16 June 2020; 23 November 2021*]

109.26 If an employer refuses to continue the legal employment relationships with the unemployed person participating in the wage subsidy aid measure three months after the end of the implementation of the measure without providing a justified reason which is specified in the contract for the implementation of the wage subsidy aid measure, the employer shall be obliged to repay the Agency the received funds. The employer and the unemployed person, upon previous coordination with the Agency, have the right to unilaterally discontinue employment relationships prior to expiry of the time period referred to in Sub-paragraph 109.233 of the Regulation in accordance with Sections 100 and 101 of the Labour Law.

[*16 June 2020*]

**3.4.7. Measures for the Adaptation of the Workplaces for the Employed Persons with a Disability Subject to the Risk of Unemployment**

[*23 November 2021*]

109.27 Measures for the adaptation of the workplaces for the employed persons with a disability subject to the risk of unemployment shall include a consultation of an occupational therapist and a one-time grant for the purchase of equipment and facilities, and also for the production and purchase of technical aids, including the delivery and installation thereof, in order to facilitate the maintenance of the capacities to work of the employed persons with a disability subject to the risk of unemployment, to prevent the risk of unemployment, and to promote retention of a sustainable workplace.

[*23 November 2021*]

109.28 The grant shall be given according to the estimate for the adaptation of the workplace submitted by the employer that is a merchant, the estimate conforming to the opinion of an occupational therapist, but not more than in the amount of EUR 1000 for the adaptation of one workplace. The grant for the adaptation of the workplace of one employed person may be given not more frequently than once every five years.

[*23 November 2021*]

**3.4.8. Training at the Employer with the Involvement of Sectoral Associations**

[*23 November 2021*]

109.29 Training at the employer with the involvement of sectoral associations shall be implemented in order to identify, select, and organise practical preparation of unemployed persons for work in sectoral enterprises according to the sectoral demand for labour force and the specific nature of the sector.

[*23 November 2021*]

109.30 Training at the employer with the involvement of sectoral associations shall be implemented in accordance with the conditions referred to in Sub-chapter 3.4.5 of this Regulation.

[*23 November 2021*]

109.31 Training at the employer with the involvement of sectoral associations shall be implemented in the following sectors or subsectors:

109.311. in the subsector of woodworking, machinery and metal processing, manufacture of electrical and optical equipment, chemical industry, food and drink industry, non-metallic mineral products, light industry, paper production, and printing of the manufacturing sector;

109.312. in the sector of information and communication technologies.

[*23 November 2021*]

109.32 Training at the employer with the involvement of sectoral associations may be implemented by an association or a foundation that represents at least 10 sectoral enterprises, participates in the work of sectoral expert councils, has been registered with the Register of Associations and Foundations of the Enterprise Register of the Republic of Latvia for at least five years before becoming involved in this measure.

[*23 November 2021*]

109.33 The financial resources intended for the training at the employer with the involvement of sectoral associations may be used for the activities referred to in Sub-chapter 3.4.5 of this Regulation and for a grant for an association for the activities carried out for the needs of the sector in the amount of EUR 200 for each unemployed person involved in the training at the employer who has completed this training if the employer has submitted information to the Agency on the results of the training of the unemployed person involved in the training.

[*23 November 2021*]

109.34 The Agency shall enter into a contract with a sectoral association, including therein the rights and obligations of the parties, and also the procedures for the settlement of accounts and the fulfilment of the contract.

[*23 November 2021*]

**3.5. Measures for Increasing Competitiveness**

110. The measures for increasing competitiveness shall be directed towards facilitating the competitiveness in the labour market of unemployed persons, persons seeking employment, and persons subject to the risk of unemployment, and shall include individual consultations, group classes (courses of study, seminars, lectures and other classes) for the acquisition of methods for seeking employment, psychological aid and for the acquisition of the basic abilities and skills necessary for the labour market, including the establishment of employment relationships, labour rights and labour protection. Training modules in electronic form shall be available to any person interested.

[*5 September 2017*]

110.1 If the measures for increasing competitiveness are implemented within the scope of the Youth Guarantee Programme, young unemployed persons between 15 and 29 years of age (inclusive) shall be involved therein.

[*12 August 2014; 26 May 2015*]

111. The Agency shall select the implementers of the measures for increasing competitiveness and organise the implementation of the measures in accordance with the procedures laid down in this Regulation.

112. The Agency shall approve the programme and the plan of the measures for increasing competitiveness.

113. The financial resources intended for the measures for increasing competitiveness may be utilised for:

113.1. covering expenses of the implementers of the measures for increasing competitiveness regarding the implementation of the competitiveness measures;

113.2. expenses related to renting of premises for ensuring the measures for raising competitiveness;

113.3. expenses related to preparing handouts for ensuring the measures for raising competitiveness.

**3.6. Measures for Commencing Commercial Activity or Self-employment**

114. Measures for commencing commercial activity or self-employment shall be consultative and financial aid measures that help unemployed persons with a preliminary preparation and orientation in the performance of commercial activity commence the commercial activity or self-employment and to be successfully occupied in the relevant field for at least two years.

115. Unemployed persons who have expressed a wish to the Agency to commence commercial activity or self-employment shall be involved in the measures for commencing commercial activity or self-employment.

[*23 November 2021*]

115.1 If the measures for commencing commercial activity or self-employment are implemented within the scope of the Youth Guarantee Programme, young unemployed persons between 18 and 29 years of age (inclusive) shall be involved therein.

[*12 August 2014*]

116. An unemployed person, when participating in the measure for commencing commercial activity or self-employment, shall provide a business plan prepared by him or her to the Agency for evaluation, or shall request the Agency to provide a consultation regarding preparation of a business plan.

117. The Agency shall ensure the following to the unemployed persons involved in the measures for commencing commercial activity or self-employment:

117.1. consultations in the preparation of a business plan, and also in the implementation of a business plan in the first year of economic activity;

117.2. evaluation of business plans developed by unemployed persons and monitoring of the implementation thereof;

117.3. subsidy to the monthly income of the unemployed person in the initial period (the first six months) of the implementation of the business plan;

117.4. one-time grant for the acquisition of fixed assets necessary for the implementation of the business plan and other expenses (hereinafter – the commercial activity grant).

118. The Agency shall select consultants for the provision of consultations to unemployed persons involved in the measures for commencing commercial activity or self-employment, and also experts who shall evaluate the business plans developed by unemployed persons and shall carry out regular monitoring of the implementation of business plans.

119. The Agency shall enter into a contract regarding the implementation of a business plan with unemployed persons whose business plans have received a positive opinion of the expert. The contract shall determine the rights and obligations of the parties (including the obligation of an unemployed person to register in the status of an economic operator or a self-employed person), the procedures for and periodicity of the provision of accounts, the amount of the granted financial aid, the procedures for the settlement of accounts, and also the responsibility if contractual obligations are not appropriately fulfilled. The subsidy in the initial period of the implementation of the business plan and the commercial activity grant for an unemployed person shall be granted after entering into the contract for the implementation of a business plan and the acquisition of the status of an economic operator or a self-employed person.

120. An unemployed person who has entered into a contract regarding involvement in the measures for commencing commercial activity or self-employment and loses the status of unemployed person due to the reasons referred to in Section 12, Paragraph one, Clause 1, 2, 3, or 11 of the Support for Unemployed Persons and Persons Seeking Employment Law, has the right, complying with the provisions of the contract, to continue participation in the measure for commencing commercial activity or self-employment, however, he or she shall lose further right to receive the financial aid referred to in Sub-paragraph 121.3 of this Regulation.

121. The financial resources intended for measures for commencing commercial activity or self-employment may be utilised for:

121.1. covering expenses for the services of experts and consultants provided to the unemployed persons involved in the measures for the preparation and implementation of business plans;

121.2. the commercial activity grant to the unemployed persons with whom the Agency has entered into a contract regarding the implementation of a business plan. The Agency shall allocate a grant of up to EUR 5000 for the implementation of one business plan. If a positive expert opinion is received after the first year of economic activity on implementation of the business plan, the Agency may allocate an additional grant of up to EUR 5000 for the development of commercial activity;

121.3. the subsidies for the monthly income of such unemployed persons in the initial period of implementation of the business plan (the first six months) with whom the Agency has entered into a contract regarding the implementation of a business plan. The monthly subsidy shall be allocated to an unemployed person in the amount of EUR 750;

121.4. adjusting the workplace for an unemployed person with a disability, ensuring a consultation of an occupational therapist and a one-time grant for the purchase of equipment and facilities, and also for the production and purchase of technical aids, including the delivery and installation thereof. The grant shall be given according to the submitted estimate for the adaptation of the workplace that conforms to the opinion of an occupational therapist, but not more than in the amount of EUR 1000 for the adaptation of one workplace.

[*1 October 2013; 12 August 2014; 18 December 2018; 23 November 2021*]

122. If an unemployed person, without a justified cause, fails to fulfil the obligations specified in the contract regarding the implementation of a business plan, the Agency shall unilaterally withdraw from the contract and the unemployed person shall repay the received financial aid to the Agency in the following amount:

122.1. in full amount if the Agency withdraws from the contract regarding the implementation of a business plan within six months after entering into the contract or if the economic activity is not commenced;

122.2. in the amount of 50 %, if the Agency withdraws from the contract regarding the implementation of a business plan within 24 months after entering into the contract and the economic activity has lasted for at least six months.

[*24 July 2012; 23 November 2021*]

123. If an unemployed person who has been involved in the measures for commencing commercial activity or self-employment does not repay the received financial aid voluntarily in the cases referred to in Paragraph 122 of this Regulation, the Agency shall recover the relevant sum according to the procedures laid down in the Civil Procedure Law by bringing an action to the court.

124. [26 May 2015]

125. [26 May 2015]

126. [26 May 2015]

127. [26 May 2015]

128. [26 May 2015]

129. An unemployed person may be repeatedly involved in the measures for commencing commercial activity or self-employment not earlier than a year after involvement of the unemployed person in the measures for commencing commercial activity and self-employment, and only in case if, within the framework of such measure, a contract regarding the implementation of a business plan has not been entered into with the unemployed person.

**3.7. Complex Aid Measures**

[*20 May 2014*]

130. Complex aid measures is a set of complex (embracing unemployed persons of several target groups and targeted to individual needs of a person) employment aid measures, which promotes inclusion of unemployed persons of target groups in the labour market, reducing social exclusion risks and supporting increase of motivation and competitiveness of unemployed persons of target groups in the labour market.

131. Complex aid measures shall include:

131.1. career planning consultations, individual and group consultations of specialists (psychologists and physiotherapists) promoting raising of a person’s self-esteem and motivation for integrating into the labour market (last no more than 32 hours);

131.2. aid measures for persons having a dependant – a child aged between one year and a half and up to commencing the acquisition of basic education (last no more than six months). Baby-sitting shall be ensured by the service providers selected by the Agency;

131.3. the measure “First Work Experience for Youth” (lasts from six to 12 months, repeated involvement possible after 12 months). The measure is aimed towards integrating young unemployed persons into the labour market, concurrently promoting creation of a permanent workplace and permanent employment of young unemployed persons;

131.4. the measure “Development of Skills Necessary for Work”. The measure is intended for ensuring the functions referred to in the articles of association of associations and foundations and the academic, research, and administrative functions of higher education institutions (lasts up to six months, repeated involvement possible after 12 months) and is aimed towards promoting the activity of unemployed persons for the benefit of the public without the intention of making a profit;

131.5. the measure “Workshops for Young Persons”. Within the scope of the measure the young unemployed persons shall, at one or several educational institutions, complete one, two, or three vocational education programmes which have been specified in accordance with Paragraph 22 of this Regulation and in which it is necessary to carry out training, retraining, and raising of qualification of unemployed persons. A young person shall become involved in each educational programme for a time period up to two weeks in order to become acquainted with its specific nature and to obtain the first experience which would allow the young unemployed person to select the field of education and professional activity. Repeated involvement in the measure shall be possible after 12 months;

131.6. [29 March 2016].

[*26 May 2015; 28 February 2017; 5 May 2020; 16 June 2020; 20 April 2021*]

132. The following unemployed persons of the target groups shall be involved in complex aid measures (upon receipt of career consultations of the Agency by unemployed persons before that, if necessary):

132.1. in the measures referred to in Sub-paragraph 131.1 of this Regulation – the unemployed persons of the target groups specified in the Support for Unemployed Persons and Persons Seeking Employment Law and the unemployed persons complying to the definition of a disadvantaged worker;

132.2. in the measure referred to in Sub-paragraph 131.2 of this Regulation – the unemployed persons having a dependant – a child aged between one year and a half and up to commencing the acquisition of basic education – who get involved in any of the active employment measures offered by the Agency and who conform to at least one of the following criteria:

132.2.1. a disability has been determined for the unemployed person;

132.2.2. the unemployed person has been recognised as needy;

132.3. in the measure referred to in Sub-paragraph 131.3 of this Regulation – the unemployed persons between 18 and 29 years of age (inclusive) who meet the following criteria:

132.3.1. have obtained vocational training, vocational or higher education;

132.3.2. have been registered as unemployed persons with the Agency for at least one month or less than one month, however, have not worked (are not considered employees or self-employed persons in accordance with the law On State Social Insurance) for at least four months;

132.3.3. have not worked before acquisition of the status of an unemployed person (are not considered employees or self-employed persons in accordance with the law On State Social Insurance) or have worked, but for not more than 12 months on a continuous basis;

132.4. in the measure referred to in Sub-paragraph 131.4 of the Regulation – unemployed persons from 18 to 29 (including) years of age and unemployed persons with a disability if the measure is implemented at a foundation or association, and also unemployed persons from 18 to 29 years of age who have been accepted for full-time studies in a higher education programme if the measure is implemented at the higher education institution where the unemployed person acquires education;

132.5. in the measure referred to in Sub-paragraph 131.5 of this Regulation – unemployed persons between 15 and 24 years of age (inclusive) who have not obtained vocational education or have not been previously employed, or have been employed in semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations);

132.6. [29 March 2016].

[*26 May 2015; 29 March 2016; 5 May 2020; 16 June 2020*]

133. In order to implement the measure “First Work Experience for Youth”, the Agency, taking into consideration the procedures for the selection of employers and unemployed young persons, shall select employers – economic operators (except for medical treatment institutions in which the State or local government share in equity capital individually or together exceeds 50 %, and also educational institutions the main task of which is the implementation of educational programmes), self-employed persons, associations (except for political parties) or foundations, agricultural service co-operative societies. The abovementioned employers, according to the contract regarding the implementation of measures entered into, shall ensure:

133.1. a newly created workplace which conforms to the conditions referred to in Paragraph 74 of this Regulation (within the scope of the measure young persons shall not be employed in unskilled or semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations));

133.2. establishment of employment relationships for a time period from six to 12 months with the young unemployed persons involved in the measures. Upon establishing employment relationships for a time period not exceeding 12 months, the employer shall continue employing the young unemployed person who has completed participation in the measure in the relevant profession for at least three more months, disbursing remuneration in the same amount as was disbursed within the scope of the measure, but less than the minimum monthly wage determined in the State;

133.3. a qualified work manager who helps, at the employer, the young unemployed persons involved in the measure to acquire the basic abilities and skills necessary for work. A person who has acquired education in the profession in which the young unemployed person is employed or who has at least two years work experience in the profession in which the young unemployed person is employed shall be considered a qualified work manager. A qualified work manager shall be ensured for the young unemployed persons involved in the measures for three months from the moment of involvement in the measure, but for the young unemployed persons with disability – throughout the period of involvement in the measure.

133.4. the adaptation of workplaces offered to the young unemployed persons with disability in conformity with an opinion provided by an occupational therapist;

133.5. notification of the Agency, within three working days, regarding termination of an employment contract with the young unemployed person involved in the measure, indicating a justification.

[*12 August 2014; 28 February 2017; 6 March 2018*]

134. The Agency shall provide the financial aid provided for the measure “First Work Experience for Youth” to employers in accordance with Chapter 6.2 of this Regulation, ensuring the following financial aid to employers:

134.1. the monthly wage subsidy for a young unemployed person for full working time during the first six months in the amount of EUR 200 in proportion to the days worked in the month (for a young unemployed person with disability – in the amount of EUR 300);

134.2. the monthly wage subsidy for a young unemployed person for full working time during the remaining six months in the amount of EUR 160 in proportion to the days worked in the month (for a young unemployed person with disability – in the amount of EUR 240);

134.3. the monthly subsidy for the work manager who works with the hired young unemployed persons. One work manager may manage the work of not more than two young unemployed persons. The subsidy for managing the work of a young unemployed person shall be granted in the amount of 50 % of the minimum monthly wage determined in the State in proportion to the days worked by the young unemployed person in the month;

134.4. a one-time grant for the purchase of equipment and facilities, and also for the production and purchase of technical aids (including delivery and assembly) in order to adapt the workplaces for the young persons with disability. The grant shall be granted in conformity with the estimate for the adaptation of the workplace submitted by the employer which conforms to the opinion of the occupational therapist, but no more than in the amount of EUR 1000 for the adaptation of one workplace;

134.5. [5 May 2020];

134.6. [5 May 2020];

134.7. if necessary, upon commencing work, a one-time grant up to EUR 100 for the personal protective equipment.

[*12 August 2014; 26 May 2015; 29 March 2016; 28 February 2017; 5 September 2017; 6 March 2018; 5 May 2020*]

134.1 Upon not receiving the financial aid referred to in Sub-paragraphs 134.1 and 134.2 of the Regulation, the employers which employ young unemployed persons with disability shall retain the right to receive the financial aid referred to in Sub-paragraphs 134.3 and 134.4 of the Regulation. The financial aid referred to in Sub-paragraphs 134.3 and 134.5 of this Regulation shall be ensured in conformity with the time periods referred to in Paragraph 74.2, Sub-paragraphs 133.2 and 133.3 of this Regulation.

[*28 February 2017; 5 May 2020*]

134.2 The Agency may use the financial aid intended for the measure “First Work Experience for Youth” for unemployed persons involved in the measure:

134.21. to provide the services of sign language interpreters, occupational therapists, aid persons, and other specialists for unemployed persons with disability;

134.22. to cover the costs for the performance of mandatory health examinations provided for in laws and regulations.

[*5 May 2020*]

135. [26 May 2015]

136. Within the scope of the measure “Development of the Skills Necessary for Work”, associations, foundations, and higher education institutions shall enter into a contract with unemployed persons for a period of up to six months or for a period of up to 12 months if the contract is entered into with an unemployed person with a disability, and shall involve unemployed persons in the measure for 20 to 40 hours, five days a week. When implementing the measure at a higher education institution, unemployed persons shall be involved in accordance with the procedures approved by the higher education institution or, where such has not been developed, on the first come, first served basis. The financial resources provided for the implementation of the abovementioned measure may be used for:

136.1. associations, foundations and higher education institutions for:

136.1.1. the disbursement of the monthly allowance to the unemployed person. The amount of the allowance shall be EUR 15 per day, and it shall be disbursed according to the number of days worked in a month;

136.1.2. covering the expenses of personal protective equipment in the amount of not more than EUR 50 per unemployed person who has commenced participation in the measure before 31 December 2021;

136.1.3. the mandatory State social insurance contributions for the pension insurance in accordance with the laws and regulations regarding the mandatory State social insurance contributions from the State basic budget and the special budgets of State social insurance;

136.1.4. the monthly subsidy for the work manager who works with the unemployed persons hired. One work manager may manage the work of not more than two unemployed persons. The subsidy shall be given in the amount of EUR 10 for each day when the work is managed for the period of up to two months or six months if the functional type of disability of the unemployed person constitutes mental disabilities;

136.2. unemployed persons involved in the measure for:

136.2.1. providing the services of sign language interpreters, occupational therapists, aid persons, and other specialists to unemployed persons with a disability;

136.2.2. covering the expenses of the performance of the mandatory health examinations specified in laws and regulations, but in the amount of not more than EUR 50;

136.2.3. the health and life insurance against accidents during implementation of the measure of the unemployed person.

[*20 April 2021; 29 June 2021; 23 November 2021 / Sub-paragraph 136.1.3 shall come into force on 1 January 2022; see Paragraph 236*]

137. For the implementation of the measure “Workshops for Young Persons” the Agency shall, in accordance with the laws and regulations regarding public procurements, select and enter into contracts with educational institutions registered and accredited in the Republic of Latvia which are implementing at least three accredited vocational basic education, vocational training, vocational secondary education, first level higher education or continuing vocational education programmes and which, according to the contract entered into for the implementation of the measure, ensure the following to unemployed persons:

137.1. getting acquainted with the theoretical and practical basic knowledge necessary for the selected vocational education;

137.2. practical direction in the selected vocational education programme;

137.3. accommodation at the official accommodation facility;

137.4. possibility of getting acquainted with the selected profession in cooperation with employers within the scope of the practical training.

[*26 May 2015; 29 March 2016*]

138. The financial resources provided for the measure “Workshops for Young Persons” may be utilised:

138.1. for the monthly allowances of unemployed persons involved in the measure. The amount of the allowance shall be EUR 5 per day, and it shall be disbursed according to the days of involvement in the measure;

138.2. for ensuring the activities referred to in Sub-paragraphs 137.1, 137.2, 137.3, and 137.4 of this Regulation in the amount of no more than EUR 570 in proportion to the days one unemployed person is involved in the measure during the month.

[*26 May 2015; 29 March 2016; 6 March 2018 / See Paragraph 217*]

139. In order to ensure increased self-esteem of a person, motivation for integrating into the labour market, and a greater opportunity for unemployed persons to participate in any of the active employment measures offered by the Agency, the financial resources may be used for covering:

139.1. the costs related to individual consultations of specialists and group consultations (for the implementation of the measure referred to in Sub-paragraph 131.1 of this Regulation);

139.2. the costs related to watching children of unemployed persons (for the implementation of the measure referred to in Sub-paragraph 131.2 of this Regulation).

139.1 In order to ensure complex support for inclusive employment of persons with a disability, the Agency shall, in accordance with the laws and regulations regarding public procurement, select the implementers of measures that ensure consultations and individual support for unemployed persons, persons seeking employment, and persons subject to the risk of unemployment according to the type of functional disorders, provide employers with consultations on the specific nature of the employment of unemployed persons and persons with a disability subject to the risk of unemployment according to the type of functional disorders, render motivational and mentoring services, provide support personnel services and other services oriented towards individual support.

[*23 November 2021*]

140. [29 March 2016]

141. [29 March 2016]

**3.8. Temporary Paid Social Work**

[*13 December 2011*]

141.1 Temporary paid social work shall be implemented by local governments. Temporary paid social work shall be implemented in places which are newly established in local government institutions (except for commercial companies of local governments), associations or foundations (hereinafter – the institutions) or in which no other person has been employed for at least four months before the unemployed person has commenced the participation in the measure (hereinafter – the places of the measure implementation).

141.2 Unemployed persons who meet at least one of the following criteria shall be involved in temporary paid social work:

141.2 1. who wish to acquire or maintain work skills;

141.2 2. who do not receive an unemployment benefit;

141.2 3. [29 June 2021];

141.2 4. [8 March 2022].

[*30 July 2013; 23 November 2021*]

141.3 An unemployed person shall not be involved in temporary paid social work in the place of the measure implementation which has been established in the institution where the unemployed person had been employed during the time period of 12 months prior to the involvement in the temporary paid social work (exception – previous involvement in training for the acquisition and maintenance of practical work skills, if the employer is a local government).

141.4 An unemployed person shall be involved in temporary paid social work for not more than four months during the time period of 12 months (consecutively or with interruptions). An unemployed person may be involved in the measure repeatedly.

[*18 December 2018; 5 May 2020; 16 June 2020; 23 November 2021*]

141.5 The Agency and a local government shall enter into a contract regarding performance of temporary paid social work, stipulating the procedures for the measure implementation, the rights and obligations of the parties, and also the procedures for the settlement, fulfilment of the contract, and provision of reports. If the place for the measure implementation is organised by an association or foundation, the local government shall enter into a contract regarding the appropriate security thereof with the relevant association or foundation.

141.6 The Agency shall, in accordance with the criteria referred to in Paragraph 141.2 of this Regulation, carry out selection of unemployed persons to be involved in temporary paid social work, and the local government shall, according the lists of unemployed persons submitted by the Agency, involve the unemployed persons in performance of temporary paid social work in accordance with the procedures for involvement of priority unemployed persons referred to in the binding regulations of the local government or in rotation if such regulations have not been drawn up in the local government. Depending on the situation of the registered unemployment in local governments and the proportion of the target groups of unemployed persons in the total unemployment, the Agency has the right to determine priority groups of unemployed persons for the involvement in temporary paid social work.

[*23 November 2021*]

141.7 The local government shall enter into a contract regarding performance of temporary paid social work with each unemployed person who is being involved in the temporary paid social work. The contract shall determine the time period of the temporary paid social work and the duration of performance thereof, the conditions and procedures for commencing and terminating the temporary paid social work and the receipt of remuneration, the obligations and rights of the parties.

[*29 March 2016*]

141.8 Within the framework of the implementation of temporary paid social work the local government shall ensure the following:

141.8 1. the places for the measure implementation necessary for the performance of the temporary paid social work;

141.8 2. the involvement of an unemployed person in the implementation of the temporary paid social work for not more than five days a week, six hours a day. The local government, upon prior coordination with the Agency, may provide for cases when the duration of the performance of the temporary paid social work may be reduced, if it is not possible to perform work in the amount specified in this Sub-paragraph according to that specified in the individual employment seeking plan of the unemployed person;

141.8 3. the work manager at the place of the measure implementation who helps to acquire or strengthen and maintain work skills by organising the necessary practical training and by providing the basic knowledge regarding the duties and the basic requirements related to the fulfilment thereof, and also controls the performance of the duties entrusted to the unemployed persons;

141.8 4. the work co-ordinator in the local government who organises the process of implementation of the temporary paid social work, and also deals with the documents required for the receipt of insurance compensations, if an accident has happened to the unemployed person during the implementation of such work;

141.8 5. the supplies and equipment necessary for the performance of the temporary paid social work;

141.8 6. an opportunity for the unemployed person to receive a paid free day upon his or her own volition no more than twice a month, by making a prior agreement with the work manager and informing the work co-ordinator in the local government thereof, in order to participate in:

141.8 6.1. the measure specified in the individual employment seeking plan;

141.8 6.2. a job interview (the unemployed person shall submit to the Agency a confirmation from the employer regarding participation in the job interview);

141.8 7. a possibility for unemployed persons who, along with participation in the temporary paid social work, get involved in the motivation programme for seeking employment referred to in Sub-paragraph 163.3 4 of this Regulation to participate therein to the extent specified in Sub-paragraph 163.6 of this Regulation according to the motivation programme for seeking employment.

[*29 March 2016; 18 December 2018 / The new wording of Sub-paragraph 141.8 2 shall come into force on 1 January 2019. See Paragraph 218 and Paragraph 2 of the amendments*]

141.9 The financial resources intended for the implementation of temporary paid social work may be utilised for:

141.9 1. the monthly remuneration of the unemployed persons involved in the temporary paid social work;

141.9 2. the mandatory State social insurance contributions for the pension insurance in accordance with the laws and regulations regarding the mandatory State social insurance contributions from the State basic budget and the special budgets of State social insurance;

141.9 3. covering the expenses for the performance of such health examinations to unemployed persons involved in the temporary paid social work which have been provided for in the laws and regulations regarding the procedures for the performance of mandatory health examinations, but not more than in the amount of EUR 50 per unemployed person;

141.9 4. insurance of the unemployed persons against accidents during the implementation of the measure;

141.9 5. the monthly subsidy in the amount of EUR 150 for one work co-ordinator in the local government in proportion to the working days worked;

141.9 6. covering the expenses of personal protective equipment in the amount of not more than EUR 50 per one unemployed person who has commenced participation in the measure until 31 December 2021.

[*1 October 2013; 6 March 2018; 18 December 2018; 16 June 2020; 17 December 2020; 29 June 2021; 23 November 2021*]

141.10 The amount of the monthly remuneration for an unemployed person for the performance of temporary paid social work shall be EUR 250, also including the days intended for the performance of the activities determined in Sub-paragraph 141.8 6 of this Regulation. If an unemployed person has not performed temporary paid social work on all the days intended in the relevant month or has performed work for less than six hours a day, the local government shall disburse the remuneration for the unemployed person in proportion to the number of hours in which the unemployed person had participated in the measure.

[*1 October 2013; 26 May 2015; 29 March 2016; 18 December 2018; 20 April 2021*]

**3.9. Employment Seeking Aid Measures**

[*10 December 2013*]

141.11 In order to ensure efficient provision of aid for unemployed persons for employment seeking the Agency shall carry out the employment seeking aid measures referred to in this Chapter.

141.12 In order to promote efficient and targeted provision of the measures offered by the Agency to unemployed persons, the Agency shall carry out the profiling of an unemployed person, which includes the following activities:

141.12 1. determine the chances of the unemployed person of finding employment;

141.12 2. evaluate the ability and motivation of the unemployed person to cooperate with the Agency and actively seek employment, and also the self-assessment carried out by the unemployed person regarding his or her skills;

141.12 3. determine the most suitable available active employment measures for the unemployed person and the preferable sequence for receiving the measures;

141.12 4. determine the belonging of the unemployed person to a specific profiling group, taking into account the results of the profiling actions referred to in this Paragraph.

141.13 The Agency shall in cooperation with an unemployed person determine the employment which is suitable for him or her, taking into account:

141.13 1. the professional preparedness of the unemployed person (the unemployed person has the necessary knowledge and skills for fulfilling the duties of the offered work, including the necessary level of the official language proficiency), provided that:

141.13 1.1. for the first three months from the day of obtaining the status of an unemployed person the unemployed person is offered work in the profession in which the unemployed person has previously worked or acquired education, or work of lower qualification if the unemployed person has expressed such a wish;

141.13 1.2. in the subsequent three months of the status of an unemployed person the unemployed person may be also offered work of lower qualification than the unemployed person has previously worked or acquired education;

141.13 1.3. in the remaining months of the status of an unemployed person the unemployed person may be also offered semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations);

141.13 2. the state of health of the unemployed person. The unemployed person has a duty to inform the Agency regarding functional disorders and health problems due to which he or she is unable to perform certain works, confirming it with a certificate issued by the doctor providing medical treatment;

141.13 3. the reachability of the workplace offered. The offered workplace must be reachable from the declared place of residence of the unemployed person, spending not more than hour and a half on the road in one direction;

141.13 4. the amount of wage, if such information is at the disposal of the Agency. The amount of the offered wage shall be considered appropriate, if during the first three months of unemployment it has not been less than the average remuneration in the relevant profession according to the data published by the State Revenue Service regarding the average hourly rate of professions. During the subsequent months of the status of an unemployed person an appropriate amount of wage shall be such amount which is lower than the average remuneration in the relevant profession according to the data published by the State Revenue Service regarding the average hourly rate of professions, but is not less than the minimum amount of the monthly wage determined in the State. If the unemployed person has concurrently worked in several professions, the data regarding the average remuneration in the profession in which a vacant position is being offered are taken into account. If the unemployed person has never been employed before, his or her previous work income does not reach the amount of the minimum monthly wage determined in the State, the unemployed person has acquired professional education, the unemployed person has had the status of a self-employed person (within the meaning of the law On State Social Insurance), or has been registered with the State Revenue Service as a performer of economic activity, and also if six months have passed from the day of the acquisition of the status of an unemployed person, it shall be considered that an appropriate amount of wage is the minimum monthly wage determined in the State;

141.13 5. the real opportunities of the unemployed person to commence employment relationship in a specific workplace (there are no circumstances which do not depend on the will of the unemployed person and hinder the commencement of employment relationship, for example, taking care of a child who has not attained the age from which preparation for the acquisition of basic education is commenced, if a local government has not ensured a baby-sitting service, care for a person with disability. The abovementioned reasons must be certified by a statement from the competent authority).

[*28 February 2017*]

141.14 An unemployed person has an obligation to inform the Agency regarding the existence of such circumstances referred to in Paragraph 141.13 5 of this Regulation which hinder the commencement of employment relationships, if necessary, providing justifying documents (if the institutions do not have the relevant information at their disposal).

141.15 Taking into account the results of the profiling, the Agency shall in cooperation with the unemployed person draw up an individual employment seeking plan, informing the unemployed person of the methods of employment seeking (independent employment seeking or with the assistance of the Agency).

141.16 In an individual employment seeking plan:

141.16 1. the most suitable available active employment measures shall be included;

141.162. the date shall be indicated when the unemployed person must appear at the Agency or must be available for remote communication next time if the unemployed person conforms to the criteria for remote communication specified by the Agency, fulfils the employment seeking obligations, and becomes involved in the active employment measures and preventive unemployment reduction measures;

141.16 3. the obligations of the unemployed person regarding active employment seeking which the unemployed person has to fulfil before the next consultation, including search for vacant workplaces and participation in competitions for the vacant workplaces, shall be included;

141.164. the obligation of a long-term unemployed person to participate in the implementation of an individual social rehabilitation plan developed by the social service office, if this is a precondition for successful involvement in active employment measures and for the fulfilment of employment seeking obligations, shall be included.

[*5 May 2020; 23 November 2021*]

141.17 An employment seeking journal shall be issued or sent electronically to unemployed persons and persons seeking employment where the unemployed person and the person seeking employment shall indicate information on the fulfilment of the obligation of active employment seeking referred to in Sub-paragraph 141.16 3 of this Regulation. The abovementioned journal shall be presented during each consultation (if the journal is electronic, entries shall be made electronically and sent to the Agency prior to each consultation).

[*23 November 2021*]

141.18 Each month the unemployed person shall include in the employment seeking journal at least three employment seeking activities, but, if the declared place of residence of the unemployed person or the person seeking employment is in an administrative territory with a high registered unemployment rate – at least one such activity. For unemployed persons for whom more extensive possibilities for finding employment have been specified as a result of profiling, the minimum number of employment seeking activities to be included in the employment seeking journal may be higher than that referred to in this Paragraph.

[*28 February 2017*]

141.19 [8 March 2022]

**4. Raising of Qualification, Retraining and Further Education of Persons Employed by Economic Operators and Self-employed Persons**

[26 May 2015]

142. [26 May 2015]

143. [26 May 2015]

144. [26 May 2015]

145. [26 May 2015]

146. [26 May 2015]

147. [26 May 2015]

148. [26 May 2015]

149. [26 May 2015]

150. [26 May 2015]

151. [26 May 2015]

152. [26 May 2015]

153. [26 May 2015]

154. [26 May 2015]

155. [26 May 2015]

156. [26 May 2015]

157. [26 May 2015]

158. [26 May 2015]

159. [26 May 2015]

160. [26 May 2015]

161. [26 May 2015]

162. [26 May 2015]

163. [26 May 2015]

**4.1 Measures for Activation of Long-term Unemployed Persons**

[*29 March 2016*]

163.1 The measures for activation of long-term unemployed persons are a set of measures the objective of which is to promote the integration of long-term unemployed persons in the society and settling into appropriate permanent employment, appropriate training (acquisition of appropriate education), or into measures for specific groups of persons, reducing the risks of social exclusion.

[*18 December 2018*]

163.2 Unemployed persons who meet at least one of the following criteria shall be involved in the measures for activation of long-term unemployed persons:

163.2 1. the person has been without employment for at least 12 months and, during this period of time, has not been considered an employee or a self-employed person in accordance with the law On State Social Insurance for more than two months on a continuous basis;

163.2 2. the person has been without employment for at least 12 months, during this period of time has not been considered an employee or a self-employed person in accordance with the law On State Social Insurance for more than two months on a continuous basis, and at least once has refused an appropriate employment offer or refused to become involved in the active employment measures provided for in the individual employment seeking plan;

163.2 3. [28 February 2017];

163.2 4. the person who is addicted to alcohol, narcotic, psychotropic substances or who has behavioural addiction, this addiction being attested by an opinion of a narcologist;

163.2 5. the person who is potentially addicted to alcohol, narcotic, psychotropic substances or who has behavioural addiction, but an opinion of a narcologist has not been received;

163.26. prior to obtaining the status of an unemployed person, the person has been continuously employed for at least three years.

[*28 February 2017; 6 March 2018; 5 May 2020; 23 November 2021*]

163.3 The measures for activation of long-term unemployed persons shall include:

163.3 1. individual specialist consultations and group consultations (including career consultations, consultations of psychologists and psychotherapists) which promote raising of the self-esteem and motivation of a person for integrating into the labour market for the unemployed persons referred to in Sub-paragraphs 163.2 1 and 163.2 6 of this Regulation who are not concurrently receiving aid from specialists within the scope of the Youth Guarantee Programme or the measure “Measures for Increasing Competitiveness”;

163.3 2. health examinations (consultation and opinion of a doctor of occupational diseases or a doctor of occupational health and occupational diseases (hereinafter – the doctor of occupational diseases), assessment by physicians specialists, laboratory and functional examinations according to a referral by the doctor of occupational diseases) for the unemployed persons referred to in Sub-paragraph 163.2 2 of this Regulation whose refusal of an appropriate employment offer or participation in the active employment measures provided for in the individual employment seeking plan is not justified by an opinion of a physician or disability, determining the suitability for work with environmental factors harmful for health which are possible in the employment offered, and also in the active employment measures provided for in the individual employment seeking plan, within the scope of the measure covering also the costs incurred by the unemployed person due to getting to and from the medical treatment institution (the site where health examination is performed);

163.3 3. determination of professional suitability for the unemployed persons with disability and predictable disability referred to in Sub-paragraph 163.2 2 of this Regulation. Determination of professional suitability shall be ensured by the Social Integration State Agency;

163.3 4. the motivation programme for employment seeking and the services of a social mentor for the unemployed persons referred to in Sub-paragraphs 163.2 1 and 163.2 2 of this Regulation;

163.3 5. the aid measures for the unemployed persons referred to in Sub-paragraphs 163.2 4 and 163.2 5 of this Regulation, including:

163.3 5.1. the Minnesota 12 Step Programme;

163.3 5.2. emotional stress release therapy (coding), including consultations of a doctor narcologist, inter alia, the use of psychotherapeutic methods, suggestion therapy, and drug sensitization therapy;

163.3 5.3. the issuance of an opinion of a narcologist to the unemployed persons referred to in Sub-paragraph 163.2 5 of this Regulation;

163.3 6. the motivation programme for employment seeking and the services of a social mentor for the unemployed persons with disability referred to in Sub-paragraphs 163.2 1 and 163.2 2 of this Regulation.

[*28 February 2017; 5 September 2017; 5 May 2020; 23 November 2021*]

163.4 The Social Integration State Agency shall ensure the following to the unemployed persons who have received an appointment of the Agency for participation in the measure referred to in Sub-paragraph 163.3 3 of this Regulation:

163.4 1. determination of the professional suitability within 10 calendar days;

163.4 2. consultations of the necessary specialist, including medical specialists;

163.4 3. transportation from the place of residence or the branch of the Agency, or from the official accommodation facilities to and from the place where professional suitability is determined;

163.4 4. catering and living at the official accommodation facilities;

163.4 5. after participation in the measure – recommendations regarding employment appropriate for the unemployed person, and also the active employment measures related thereto according to the health condition of the unemployed person.

[*28 February 2017; 5 September 2017; 6 March 2018*]

163.5 The Agency shall select the implementers of the measure referred to in Sub-paragraph 163.3 4 of this Regulation in accordance with the requirements laid down in the laws and regulations regarding public procurements, and the costs for one unemployed person shall not exceed EUR 750, including for ensuring the service of a social mentor for one unemployed person – up to EUR 150. Unemployed persons shall be ensured with the following within the scope of the measure:

163.5 1. [18 December 2018];

163.52. psychological assistance (individual and in groups), interprofessional meetings, motivation measures, aid and consultations for solving individual social problems;

163.53. the implementation of motivation programmes individually or in a group, in the composition of not more than 12 persons;

163.54. catering and, if necessary, transportation to and from the place where the motivation programme is being implemented;

163.55. after participation in the motivation programme – a social mentor (an assistant for settling into employment) who helps the unemployed person to settle into permanent employment after completion of the motivation programme and provides psychological aid. One social mentor shall concurrently ensure the service to not more than 12 unemployed persons referred to in Sub-paragraphs 163.2 1 and 163.2 2 of this Regulation, without exceeding three months after completion of the motivation programme or less, if the unemployed person has settled into permanent employment.

[*28 February 2017; 5 September 2017; 6 March 2018*]

163.6 Unemployed persons who are concurrently getting involved in temporary paid social work shall be involved in the motivation programme for 12 weeks in conformity with the following conditions:

163.6 1. two weeks – each working day for eight academic hours;

163.6 2. from the third week of employment until the twelfth week of employment – once a week (eight academic hours) concurrently with the involvement of the unemployed person in temporary paid social work.

163.7 Unemployed persons who are concurrently not getting involved in temporary paid social work shall be involved in the motivation programme for four weeks each working day for eight academic hours.

163.8 In order to implement the measure referred to in Sub-paragraph 163.3 5.1 of this Regulation, the Agency shall enter into contracts with medical treatment institutions services of which, according to the contract entered into with the National Health Service, are paid from the State basic budget (medical treatment expenses) and from the funds of the recipients of services and which ensure medical treatment of addiction diseases according to the Minnesota 12 Step Programme which has been approved in accordance with the laws and regulations regarding the approval of medical technologies to be used in medical treatment and introduction of new medical technologies. Financial resources may be used for such measure in order to cover:

163.8 1. the patient’s contributions in the amount of EUR 7.11 per day of medical treatment, if the unemployed person receives outpatient or inpatient medical treatment services and has not been exempted from patient’s contributions in accordance with the laws and regulations governing the procedures for organising and financing health care;

163.8 2. accommodation and catering expenses of EUR 30 per day in proportion to the actual number of accommodation and catering days of the unemployed person, in total not exceeding 30 days, if outpatient medical treatment services are received (in an inpatient day hospital);

163.8 3. transport costs for getting to and from the medical treatment institution.

[*20 April 2021; 8 March 2022*]

163.9 The Agency shall select the implementers of the measure referred to in Sub-paragraph 163.3 5.2 of this Regulation (medical treatment institutions and providers of transport services) in accordance with the laws and regulations regarding public procurements. The unemployed person shall be ensured with the following within the scope of the measure:

163.9 1. consultations of a physician during which decisions on the use of a method in medical treatment process are taken together with the patient;

163.9 2. medical treatment, using psychotherapeutic methods followed by the suggestion therapy and the drug sensitization therapy;

163.9 3. covering of transport costs for getting to and from the medical treatment institution.

163.10 The following is covered for unemployed persons within the scope of the measure referred to in Sub-paragraph 163.3 5.3 of this Regulation:

163.10 1. the costs of the contribution of the unemployed person (patient) – up to EUR 30 for the receipt of an opinion of a narcologist for the unemployed persons referred to in Sub-paragraph 163.2 5 of this Regulation;

163.10 2. transport costs for getting to and from the place where an opinion of a narcologist can be received.

163.11 The Agency shall select the implementers of the measure referred to in Sub-paragraph 163.3 5.3 of this Regulation in accordance with the laws and regulations regarding public procurements.

[*28 February 2017*]

163.12 The Agency shall issue the appointment referred to in Paragraph 163.4 of this Regulation for participation in the measure referred to in Sub-paragraph 163.3 3 of this Regulation:

163.12 1. to unemployed persons with a disability and predictable disability;

163.12 2. to unemployed persons with mental disorders;

163.12 3. to unemployed persons who have received a recommendation within the scope of the measure referred to in Sub-paragraph 163.3 2 of this Regulation to perform determination of professional suitability.

[*28 February 2017; 23 November 2021*]

163.13 The Agency shall select the implementers of the measure referred to in Sub-paragraph 163.3 6 of this Regulation in accordance with the requirements of Paragraph 15.2 of this Regulation. The costs for the participation of one unemployed person in the motivation programme shall be EUR 900 or EUR 600 if the motivation programme is implemented remotely, and they shall be covered in proportion to the number of hours in which the unemployed person has participated in the motivation programme. The costs of services of a social mentor shall be EUR 7 for one hour of the provision of the service, without exceeding 40 work hours per week, in proportion to the number of hours in which the service of a social mentor has been provided to unemployed persons. The length of the motivation programme shall be 80 academic hours. Unemployed persons shall be ensured with the following within the scope of the measure:

163.131. psychological assistance (individual and in groups), interprofessional meetings, motivation measures, aid and consultations for solving individual social problems;

163.132. the implementation of motivation programmes individually or in a group, in the composition of not more than 12 persons. If the motivation programme is implemented in a group in which persons with mental disorders are involved, it shall be implemented in the composition of not more than six persons;

163.13 3. catering and, if necessary, transportation to and from the place where the motivation programme is being implemented, and also accommodation;

163.13 4. a social mentor who, during the motivation programme and after completion of the motivation programme, helps to settle into permanent employment and provides psychological aid. One social mentor shall concurrently provide the service to not more than 12 unemployed persons with disability or not more than six unemployed persons with disability, if the social mentor is concurrently providing the service to at least three unemployed persons with mental disorders. The duration of the provision of the service of a social mentor shall not exceed seven months, including the period of time when the unemployed person with disability is participating in the motivation programme, and also the probation period specified for the unemployed person after setting into employment;

163.13 5. the service of a sign language interpreter in accordance with Paragraph 20.7 of this Regulation;

163.13 6. services of other specialists whose aid is necessary for the participation of unemployed persons in the motivation programme. The costs of specialists per one unemployed person in the period of the implementation of the motivation programme shall not exceed EUR 150.

[*5 September 2017; 23 November 2021*]

163.14 An unemployed person may be repeatedly involved in the measures referred to in Sub-paragraphs 163.3 4 and 163.3 6 of this Regulation not earlier than two years after the previous participation in such measures. Such restriction shall not apply, if participation in a measure has been discontinued due to reasons beyond the control of the unemployed person and it has lasted less than half of the intended time of participation.

[*5 September 2017*]

163.15 As regards the unemployed persons who have received a referral of the Agency for participation in the measure referred to in Sub-paragraph 163.3 3 of this Regulation and who use public or personal transport to go from the place of residence or branch of the Agency to the place where professional suitability is determined and back, the Agency shall ensure that their transport costs are covered by applying the methodology for the calculation and application of the standard rate of costs of one unit for the costs of one kilometre and one journey developed by the Ministry of Finance for the implementation of the Operational Programme “Growth and Employment”.

[*23 November 2021*]

163.16 As regards the unemployed persons who have received a referral of the Agency for participation in the measures referred to in Sub-paragraph 163.3 5 of this Regulation and who use public or personal transport to go from the place of residence or branch of the Agency to the medical treatment institution and back, the Agency shall ensure that their transport costs are covered by applying the methodology for the calculation and application of the standard rate of costs of one unit for the costs of one kilometre and one journey developed by the Ministry of Finance for the implementation of the Operational Programme “Growth and Employment”.

[*23 November 2021*]

**5. Facilitation of Regional Mobility of Employed Persons**

[*26 February 2013; 29 March 2016*]

164. Facilitation of regional mobility of employed persons is a set of measures intended for the provision of financial aid to employed persons for covering transport expenses and rent expenses of residential premises for the first four months after entering into employment relationship or service relationship in the administrative territory of the Republic of Latvia (except for Riga) where there is a demand corresponding to the education and professional experience acquired by the particular person (hereinafter – the mobility aid measures). The exception in relation to Riga is not applied, if the declared place of residence of the unemployed person is located outside Riga.

[*29 March 2016; 6 March 2018*]

165. The mobility aid measures shall include granting of financial aid to an employed person (hereinafter – the recipient of aid) for covering the transport expenses for journeys from the declared place of residence to the workplace and back and for the compensation of rent expenses of residential premises (upon determining the amount of the compensation of rent expenses of residential premises, transport expenses for one journey from the declared place of residence to the workplace and back shall also be taken into account). Aid for covering the transport expenses shall be granted in cases where the distance from the declared place of residence of the employed person to the workplace does not exceed 110 km.

[*29 March 2016; 5 May 2020*]

166. Such employed person shall be involved in the mobility aid measures who concurrently meets the following requirements:

166.1. the financial aid for regional mobility has been requested within 10 working days from the day of commencing employment relationship or service relationship;

166.2. the workplace is located at least 15 km from the declared place of residence and the employer does not compensate transport expenses or rent expenses of residential premises to the employee within the scope of employment relationship or service relationship;

166.3. the person has been registered in the status of an unemployed person on the day before commencement of employment relationship;

166.4. the employed person has been declared at the indicated place of residence for at least six months or has changed the declared place of residence in this period of time and both the new and the previous place of residence is located in the administrative territory of one local government, except for cases when the particular place of residence is the first declared place of residence in Latvia for the employed person;

166.5. [20 April 2021];

166.6. employment relationship has been established for an unspecified period of time or for a period of time which is not less than six months, and the wage of the employee is at least in the amount of the minimum monthly wage determined in the State, but does not exceed the amount of three minimum monthly wages determined in the State.

[*29 March 2016; 6 March 2018; 18 December 2018; 23 November 2021*]

166.1 [23 November 2021]

167. For the receipt of financial aid an employed person shall submit an application to the Agency within 10 working days after entering into an employment contract or appointing to the office. The following information shall be indicated in the application:

167.1. the given name, surname, personal identity number, the address of the declared place of residence, the number of the bank account and contact details (telephone number, e-mail address);

167.2. information on the workplace – the name of the employer and the address of the workplace indicated in the employment contract or the order regarding appointing to the office, and also the distance in kilometres from the declared place of residence to the workplace. If the address of the place of residence changes, information on the workplace shall be re-submitted and the monthly financial aid for the subsequent months shall be calculated, taking into account the new distance from the declared place of residence to the workplace;

167.3. the name of the initial stop and the final stop of the public transport route of regional intercity significance or regional local significance if the unemployed person plans to use public transport for getting to and from the workplace.

[*29 March 2016; 18 December 2018; 5 May 2020; 23 November 2021*]

168. An employed person may prepare the application referred to in Paragraph 167 of this Regulation also by filling in the form posted on the website of the Agency and submit it to the Agency in the form of an electronic document in accordance with the laws and regulations regarding the drawing up of electronic documents or send by post.

[*29 March 2016*]

169. An employed person shall append a statement of the employer to the application which shall include the details of the employer (name and registration number) and indicate information on the duration of employment relationship or service relationship, the determined working hours, the wage determined for the employed person, the position or profession and the address of performing work. Concurrently the employer shall certify in the statement that the employed person is not compensated transport expenses and rent expenses of residential premises within the scope of employment relationship or service relationship.

[*29 March 2016*]

170. Upon receipt of the application referred to in Paragraph 167 of this Regulation the Agency shall examine it, verify the information provided by the person and within three working days take a decision to grant financial aid according to the financing provided for mobility aid measures, if the requirements laid down in this Regulation have been conformed to.

171. Upon taking a decision to grant financial aid, the Agency shall take into account the sequence of receipt of the submissions referred to in Paragraph 167 of this Regulation. If it is not possible to grant financial aid to all submitters of the application concurrently, it shall be granted by priority to persons who have been registered in the status of an unemployed person for a longer period of time. The recipient of aid to whom the mobility aid has been granted has the obligation to retain documents certifying expenses for four months and, upon a request of the Agency, to present them within 10 working days from receipt of the request. The recipient of aid has the obligation to repay within a month the amount of financial aid for the period during which the recipient of aid cannot present documents certifying expenses. If the recipient of aid does not voluntarily repay the amount subject to repayment, the Agency shall recover the relevant amount by submitting an execution order to a bailiff for compulsory execution of an administrative act.

[*5 May 2020*]

172. Financial aid shall be disbursed for each month of employment relationship, without exceeding EUR 150 per month for covering rent expenses of residential premises or EUR 7 per day for covering transport costs. Aid within the scope of the mobility aid measure for covering transport costs shall be calculated by applying the methodology for the calculation and application of the standard rate of costs of one unit for the costs of one kilometre and one journey developed by the Ministry of Finance for the implementation of the Operational Programme “Growth and Employment”.

[*23 November 2021*]

172.1 Financial aid for covering transport costs shall be disbursed by transferring it to the bank account indicated by the recipient of aid according to the following procedures:

172.1 1. an advance payment for the first month of employment relationship or service relationship shall be disbursed according to the calculated distance and the number of working days in the relevant month within five working days after taking of the decision referred to in Paragraph 170 of this Regulation;

172.1 2. for the subsequent three months of employment relationship or service relationship the financial aid shall be disbursed within one month after the end of the previous month of employment relationship or service relationship.

[*18 December 2018; 20 April 2021; 23 November 2021*]

173. If rent expenses of residential premises are compensated to the recipient of aid, the recipient of aid shall, after the end of the first month of the legal employment relationship or service relationship, but not later than within 10 days from the beginning of the second month of the legal employment relationship or service relationship, submit documents certifying expenses for rent of residential premises (a copy of the rental contract and the document certifying payment) to the Agency regarding the first month of employment relationship or service relationship. Financial aid shall be disbursed by transferring it to the bank account indicated by the recipient of aid according to the following procedures:

173.1. for the first month of employment relationships or service relationship within five working days after taking of the decision referred to in Paragraph 170 of this Regulation advance payment up to EUR 150 shall be disbursed;

173.2. for the subsequent three months of employment relationship or service relationship the monthly financial aid shall not exceed EUR 150, and it shall be calculated, taking into account the actual costs for rent of residential premises which had arisen in the first month;

173.3. the monthly financial aid for covering rent expenses of residential premises for the second and subsequent months of employment relationship or service relationship shall be disbursed within one month after the end of the previous month of employment relationship or service relationship.

[*18 December 2018; 5 May 2020*]

174. [18 December 2018]

174.1 If temporary incapacity for work sets in for a recipient of aid during the mobility aid measure, the recipient of aid has an obligation to notify the Agency thereof on the following day after the end of temporary incapacity for work. Pay-outs of compensation shall not be performed for the time period of temporary incapacity for work and the time period of receipt of compensation shall not be extended.

174.2 If employment relationship or service relationship with the recipient of aid is terminated during the mobility aid measure, the recipient of aid has an obligation to reimburse the overpaid amount of financial aid for the time period in which the recipient of aid was not in employment relationship or service relationship, within five working days after the day when employment relationship or service relationship was terminated. If the recipient of aid does not voluntarily repay the overpaid amount of financial aid, the Agency shall recover the relevant amount by submitting an execution order to a bailiff for compulsory execution of an administrative act.

[*28 February 2017*]

174.3 The recipient of aid may re-apply to the mobility aid measures not earlier than 24 months after the end of receipt of the previous financial aid, except for cases if employment relationship was terminated on the basis of Section 47, Paragraph one, Section 100, Paragraph five, and Section 101, Paragraph one, Clauses 6, 7, 8, 9, 10, and 11 of the Labour Law or service relationship was terminated on the basis of Section 41, Clause 1, Sub-clause “b”, “c”, “d”, “e”, “g”, “i”, “l”, or “m” of the State Civil Service Law.

[*29 March 2016; 23 November 2021*]

**5.1 Aid for Regional Mobility within the Scope of the Active Employment Measures**

[*26 May 2015*]

174.4 Aid for regional mobility within the scope of the active employment measures provides for ensuring financial aid in order to cover transport expenses for journeys from the declared place of residence to the workplace or training site and back and to compensate expenses for rental of residential premises or living at official accommodation facilities (upon determining the amount of aid for rental of residential premises or living at official accommodation facilities, also transport costs for one journey a month from the declared place of residence to the workplace or training site and back shall be compensated), if the unemployed person is participating in the active employment measures. Aid for covering the transport costs shall be granted in cases where the distance from the declared place of residence of the unemployed person to the training site or workplace does not exceed 110 km.

[*5 May 2020*]

174.5 An unemployed person and a young unemployed person involved within the scope of the Youth Guarantee Programme may receive aid for regional mobility:

174.5 1. during the first four months of involvement, if the disadvantaged unemployed person referred to in Paragraph 80 of this Regulation or the young unemployed person referred to in Paragraph 81 of this Regulation receives an allowance within the scope of aid measures to specific groups of persons or if the young person referred to in Sub-paragraph 132.3 of this Regulation is participating in the measure “First Work Experience for Youth”, in conformity with the following involvement conditions:

174.5 1.1. the workplace is located in the distance of at least 15 km from the declared place of residence (except for Riga) and the unemployed person has been declared at the indicated place of residence for at least six months or has changed the declared place of residence in this period of time, however, both the new and the previous place of residence is located in the administrative territory of one local government, except for cases when the particular place of residence is the first declared place of residence in Latvia for the unemployed person. The exception in relation to Riga is not applied, if the declared place of residence of the unemployed person is located outside Riga;

174.5 1.2. the unemployed person has been determined regular working hours and the wage of the unemployed person is at least in the amount of the minimum monthly wage determined in the State, but does not exceed the amount of two minimum monthly wages determined in the State;

174.5 1.3. an application of the unemployed person regarding the necessary financial aid for regional mobility has been received, and the Agency has taken a decision to grant financial aid (the decision shall be taken within three working days after receipt of the application);

174.5 1.4. the financial aid for regional mobility is requested within 10 working days from the day of commencing employment relationship;

174.5 2. according to the duration of training, if the unemployed person or the young unemployed person referred to in Paragraph 31.1 of this Regulation is participating in the training referred to in Paragraph 21 or 109.1 of this Regulation, in conformity with the following involvement conditions:

174.5 2.1. the training site is located in the distance of at least 15 km from the declared place of residence (except for Riga) and the unemployed person has been declared at the indicated place of residence for at least six months or has changed the declared place of residence in this period of time, however, both the new and the previous place of residence is located in the administrative territory of one local government, except for cases when the particular place of residence is the first declared place of residence in Latvia for the unemployed person. The abovementioned exception in relation to Riga is not applied, if the declared place of residence of the unemployed person is located outside Riga;

174.5 2.2. an application of the unemployed person for the necessary financial aid for regional mobility has been received within 10 working days after starting training or traineeship, and the Agency has taken a decision to grant financial aid (the decision shall be taken within three working days after receipt of the application);

174.5 3. according to the duration of training, if the young person referred to in Sub-paragraph 132.5 of this Regulation is participating in the measure “Workshops for Young Persons”, granting financial aid only for covering transport expenses for journeys to the training site and back and in conformity with the following involvement conditions:

174.5 3.1. the training site is located in the distance of at least 15 km from the declared place of residence (except for Riga) and the unemployed person has been declared at the indicated place of residence for at least six months or has changed the declared place of residence in this period of time, however, both the new and the previous place of residence is located in the administrative territory of one local government, except for cases when the particular place of residence is the first declared place of residence in Latvia for the unemployed person. The abovementioned exception in relation to Riga is not applied, if the declared place of residence of the unemployed person is located outside Riga;

174.5 3.2. an application of the unemployed person for the necessary financial aid for regional mobility has been received within 10 working days after starting of training, and the Agency has taken a decision to grant financial aid (the decision shall be taken within three working days after receipt of the application).

[*29 March 2016; 28 February 2017; 6 March 2018; 18 December 2018*]

174.6 Aid for regional mobility within the scope of the active employment measures shall not exceed EUR 150 per month for covering rent expenses of residential premises or EUR 7 per day for covering transport costs, and it shall be disbursed in conformity with the following conditions:

174.61. the monthly financial aid for covering transport costs shall not exceed EUR 7 per day, and it shall be calculated in proportion to the days in which the unemployed person has participated in the measure by applying the methodology for the calculation and application of the standard rate of costs of one unit for the costs of one kilometre and one journey developed by the Ministry of Finance for the implementation of the Operational Programme “Growth and Employment”;

174.6 2. the financial aid for covering transport costs shall be disbursed in accordance with the following procedures:

174.6 2.1. an advance payment for the first month of training or employment relationship shall be disbursed according to the calculated distance and the number of working or training days in the relevant month within five working days after taking of the decision to grant financial aid. If the unemployed person does not wish to receive an advance payment, the financial aid shall be disbursed within one month after the end of the first month of training, employment relationship, or service relationship;

174.6 2.2. for the subsequent training months or three months of employment relationship or service relationship the financial aid shall be disbursed within one month after the end of the previous month of training, employment relationship, or service relationship;

174.6 3. if the rent expenses of residential premises or expenses for living at official accommodation facilities are compensated to the unemployed person, the unemployed person shall, within 10 working days after the end of the first month of employment relationship or training, submit documents certifying expenses – a copy of the rental contract of residential premises or official accommodation facilities and of a document certifying payment – to the Agency. If the address of the workplace or training site changes (the unemployed person changes residential premises or official accommodation facilities (if applicable)), the documents shall be re-submitted. If the documents certifying costs are re-submitted, the monthly financial aid for the subsequent months shall be calculated, taking into account the rental costs of residential premises or transport costs which have arisen in the relevant month. The financial aid for covering rent costs of residential premises or expenses of official accommodation facilities shall be disbursed in accordance with the following procedures:

174.6 3.1. for the first month of training or employment relationship or service relationship advance payment up to EUR 150 shall be disbursed within five working days after taking of the decision to grant financial aid;

174.6 3.2. for the subsequent training months or three months of employment relationship the monthly financial aid shall not exceed EUR 150 per month, and it shall be calculated, taking into account the actual costs for rent of residential premises or official accommodation facilities which had arisen in the first month;

174.6 4. information on the declared place of residence, workplace, or training site of the unemployed person shall be re-submitted, if the address of the declared place of residence, workplace, or training site changes;

174.6 5. if temporary incapacity for work sets in for the unemployed person, he or she has the obligation to notify the Agency thereof on the following working day after the end of temporary incapacity for work. Payments of financial aid are not performed for the period of temporary incapacity for work, and the period of receipt of financial aid is extended by the days in which the unemployed person had to arrive at work (only in case of employment relationship, in case of training the period of receipt of financial aid is not extended);

174.6 6. if employment relationship with the unemployed person is terminated or the unemployed person quits training, he or she has the obligation to reimburse the overpaid amount of financial aid to the Agency for the time period in which the unemployed person was not in employment relationship or training, within five working days after the day when employment relationship or training was terminated. If the unemployed person does not voluntarily repay the overpaid amount of financial aid, the Agency shall recover the relevant amount by submitting an execution order to a bailiff for compulsory execution of an administrative act;

174.67. the unemployed person to whom the mobility aid has been granted has the obligation to retain documents certifying expenses for four months and, upon a request of the Agency, to present them within 10 working days from receipt of the request. The recipient of aid has the obligation to repay within a month the amount of financial aid for the period during which the recipient of aid cannot present documents certifying expenses. If the recipient of aid does not voluntarily repay the amount subject to repayment, the Agency shall recover the relevant amount by submitting an execution order to a bailiff for compulsory execution of an administrative act.

[*18 December 2018; 5 May 2020; 16 June 2020; 20 April 2021; 23 November 2021*]

174.7 [18 December 2018]

**5.2 Aid to the Employer for Regional Mobility**

[*23 November 2021*]

174.8 The employer shall be provided with aid for regional mobility in accordance with Chapter 6.2 of this Regulation, ensuring financial aid for the compensation for transport or rental expenses if, in establishing an employment relationship with an unemployed person, the employer ensures transportation of the employed person from the place of residence to the workplace and back or accommodation.

174.9 Financial aid shall be disbursed in the first four months after commencement of the employment relationship, without exceeding EUR 150 per month for covering rental expenses of residential premises or EUR 7 per day for covering transport costs. Aid within the scope of the mobility aid measure for covering transport costs shall be calculated by applying the methodology for the calculation and application of the standard rate of costs of one unit for the costs of one kilometre and one journey developed by the Ministry of Finance for the implementation of the Operational Programme “Growth and Employment”.

174.10 Employers – merchants may apply for the mobility aid by meeting the following conditions:

174.10 1. on the day when the application is submitted, the employer has no tax debts, including the debts of mandatory State social insurance contributions which exceed EUR 150 in total in any country;

174.10 2. within the last year from the day when the application was submitted, the employer has not made any serious violations of the conditions for implementing the measures in accordance with the provisions of Sub-paragraph 15.4 of the Regulation;

174.10 3. the financial aid for regional mobility is requested within 10 working days from the day of commencing employment relationship;

174.10 4. employment relationship with the employed person has been established for an unspecified period of time or for a period of time which is not less than six months, and the wage of the employed person is at least in the amount of the minimum monthly wage determined in the State, but does not exceed the amount of three minimum monthly wages determined in the State.

174.11 The aid for regional mobility shall be granted to the employer for employment of such unemployed person who has not been previously employed by the respective employer.

174.12 The Agency and the employer shall enter into a contract for receipt of the mobility aid. The procedures for the receipt of the aid, the rights and obligations of the parties, and also the procedures for the settlement and fulfilment of the contract shall be determined in the contract.

[*23 November 2021*]

**6. Training of Persons Subject to the Risk of Unemployment**

**6.1. Training Programmes for Involving Adults in Lifelong Learning**

175. In order for the persons subject to the risk of unemployment to supplement and improve the knowledge and skills necessary for work, they shall be involved in the educational programmes referred to in Sub-paragraphs 21.2, 21.3, 21.5, 21.6 and Paragraph 21.1 of this Regulation and the measure referred to in Sub-chapter 3.4.5 of this Regulation. The persons subject to the risk of unemployment shall be involved in the educational programmes referred to in Sub-paragraphs 21.2, 21.3, 21.5, 21.6 and Paragraph 21.1 of this Regulation through the system of coupons for training developed by the Agency, according to the list which has been approved by the commission referred to in Paragraph 22 of this Regulation. The training at the employer referred to in Sub-chapter 3.4.5 of this Regulation shall be organised for the employer with whom the person subject to the risk of unemployment has established employment relationship.

[*23 November 2021*]

176. The educational programme in which training of a person subject to the risk of unemployment is necessary shall be determined by the person subject to the risk of unemployment in cooperation with the Agency.

[*23 November 2021*]

176.1 A person subject to the risk of unemployment has the right to get a career consultation prior to involving in the training for persons subject to the risk of unemployment.

[*21 June 2011*]

177. Educational programmes for adults shall be developed by educational institutions in accordance with the requirements laid down in the laws and regulations governing the field of education.

178. A person subject to the risk of unemployment shall be involved in the completion of educational programmes if the person, prior to his or her initial involvement in the completion of the educational programme and the educational programme referred to in Sub-chapter 3.4.5 or 6.2 of this Regulation, has not previously acquired non-formal or formal education within the scope of the programmes referred to in Sub-paragraphs 21.2, 21.3, 21.5, 21.6 and Paragraph 21.1 of this Regulation or has acquired it 12 months ago or earlier.

[*23 November 2021*]

179. [23 November 2021]

180. A person subject to the risk of unemployment may be repeatedly involved in the completion of the educational programme not earlier than two years after his or her previous participation in the educational programmes referred to in Sub-paragraphs 21.2 and 21.5 of this Regulation and the measure referred to in Sub-chapter 3.4.5 or 6.2 of this Regulation. The person subject to the risk of unemployment may be involved in the educational programmes referred to in Sub-paragraphs 21.3 and 21.6 and Paragraph 21.1 of this Regulation not more than six times over a two-year period within the scope of the measure in total.

[*23 November 2021*]

181. An educational institution shall determine the suitability of a person subject to the risk of unemployment to the completion of the particular educational programme prior to commencing the training.

182. When involving a person subject to the risk of unemployment in training, the Agency shall enter into a contract with each unemployed person regarding ensuring of the training. The contract shall determine the provisions and time for the training, mutual obligations and rights during the training, and also the provisions for termination of the training.

183. When commencing the training, the educational institution shall provide a person subject to the risk of unemployment with a plan for implementation of the vocational education programme and a list of study hours (lessons), and also include him or her in the list of students by an order of the head of the educational institution.

184. If a person subject to the risk of unemployment terminates training before the end of the contract time referred to in Paragraph 182 of this Regulation, the Agency shall carry out the final settlement of accounts with the educational institution for the training, by transferring money in proportion to the actual time period of training.

[*21 June 2011*]

185. If a person subject to the risk of unemployment, having complied with all the requirements stipulated by the educational institution and included in the educational programme, has not passed the final examination after completion of the training, he or she shall pass the qualification examination or the final examination at his or her own expense and in accordance with the laws and regulations governing the operation of the educational institution determining the time period for passing the repeat final examination, and also shall pay for additional training if necessary.

186. After issue of a document confirming education of a person subject to the risk of unemployment the educational institution shall, within 10 working days, notify the Agency thereof.

187. The financial resources intended for training may be used to cover the costs of the implemented adult education programmes in accordance with the conditions referred to in Sub-chapter 3.1 of this Regulation. If the tuition fee of the educational programme exceeds the total value of the training coupon, the difference shall be covered by the person.

[*23 November 2021*]

**6.2. Training Programmes for Employed Persons Subject to the Risk of Unemployment**

188. Completion of training programmes for employed persons subject to the risk of unemployment shall provide a possibility to improve the skills and abilities related to the field or sector of the employer for retention of a sustainable workplace in the educational programmes referred to in Paragraph 175 of this Regulation, according to the list which has been approved by the commission referred to in Paragraph 22 of this Regulation.

[*23 November 2021*]

189. An employed person subject to the risk of unemployment shall be involved in an educational programme if the person is in employment relationship with a merchant or self-employed person, has a part-time job due to reduction of the work load under the influence of the economic crisis or globalisation factors, has been employed at the current workplace for more than six months, the working time has been reduced at least one month prior to involvement in the completion of training programmes, and has received a relevant written confirmation from the employer. The employer shall confirm that it will inform the Agency within three working days, if the working time determined for the employee changes or the employment relationships with the relevant employee are terminated.

[*23 November 2021*]

190. An employed person subject to the risk of unemployment may be repeatedly involved in the completion of the educational programme not earlier than two years after his or her previous participation in the training of vehicle drivers and tractor drivers or vocational in-service training programmes and the measure referred to in Sub-chapter 3.4.5 or 6.2 of this Regulation. The employed person subject to the risk of unemployment may be involved, within the scope of a measure, in the completion of a study module or study course offered by a higher education institution or non-formal education programmes not more than six times over a two-year period in total.

[*23 November 2021*]

191. The financial resources intended for the training may be utilised for:

191.1. the monthly allowance in the amount of EUR 5 per training day for an employed person subject to the risk of unemployment involved in the completion of the educational programme;

191.2. covering the costs of educational programmes (tuition fee) which are implemented within the scope of the training of an employed person subject to the risk of unemployment, in accordance with the conditions referred to in Sub-chapter 3.1 of this Regulation.

[*23 November 2021*]

192. The completion of an educational programme for employed persons subject to the risk of unemployment shall be organised in accordance with Paragraphs 177, 181, 182, 183, 184, 185, and 186 of this Regulation.

**6.1 Career Consultations**

[*10 December 2013*]

192.1 Career consultations shall include assistance in career planning, determination of professional suitability, increasing qualification and questions of retraining, choice of educational services, and also acquisition of job seeking skills and their preservation in order to promote successful integration in the labour market and further socially active attitude towards lifelong learning.

192.2 Within the scope of career consultations the Agency shall offer individual career consultations, career consultations in groups, and also provision of services in electronic form.

192.3 The Agency shall determine and improve the methodology of the offered career consultations and the informative methodological basis, ensuring changes in it according to the demand of the labour market.

192.4 The Agency shall carry out the consultations by itself or choose providers of career consultation services in accordance with the requirements laid down in Chapter 2 of this Regulation.

192.5 The financial resources intended for the measures implemented within the framework of career consultations may be utilised for:

192.5 1. individual career consultations;

192.5 2. career consultations in groups;

192.5 3. preparation of informative methodological materials and handouts for ensuring career consultations.

**6.2 Conditions Related to the Receipt of State Aid**

[*18 December 2018*]

192.6 The Agency shall provide the financial aid for the implementation of the measures referred to in Sub-chapters 3.4.2, 3.4.5, 3.4.6, 3.4.7, 3.4.8, 3.6 and Chapter 5.2 of this Regulation and the measure “First Work Experience for Youth” and the aid for costs related to the purchase of equipment and facilities, and also the production or purchase of technical aids for the adaptation of the workplaces for employed persons with a disability subject to the risk of unemployment and for the adaptation of the traineeship or training sites referred to in Sub-paragraph 43.2 of this Regulation to the employer, a person commencing commercial activity or self-employment, an educational institution or a traineeship site in accordance with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (hereinafter – Commission Regulation No 1407/2013).

[*23 November 2021*]

192.7 In providing the financial aid within the scope of the measures referred to in Sub-chapters 3.4.5, 3.4.6, 3.4.7, 3.4.7, and 3.6 of this Regulation and the measure “First Work Experience for Youth” and the aid for costs related to the purchase of equipment and facilities, and also the production or purchase of technical aids for the adaptation of the workplaces for employed persons with a disability subject to the risk of unemployment and for the adaptation of the traineeship or training sites referred to in Sub-paragraph 43.2 of this Regulation, in the agriculture, aquaculture, and fisheries sector, Commission Regulation (EU) No 717/2014 of 27 June 2014 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid in the fishery and aquaculture sector (hereinafter – Commission Regulation No 717/2014) in relation to fisheries undertakings operating in accordance with Regulation (EU) No 1379/2013 of the European Parliament and of the Council of 11 December 2013 on the common organisation of the markets in fishery and aquaculture products, amending Council Regulations (EC) No 1184/2006 and (EC) No 1224/2009 and repealing Council Regulation (EC) No 104/2000, or Commission Regulation (EU) No 1408/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid in the agriculture sector (hereinafter – Commission Regulation No 1408/2013) shall be conformed to.

[*23 November 2021*]

192.8 If, upon implementing the measures referred to in Sub-chapter 3.4.2 of this Regulation, the financial aid is not granted as *de minimis* aid, the financial aid shall be granted in accordance with Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (hereinafter – Commission Regulation No 651/2014).

[*18 December 2018*]

192.9 Prior to granting the financial aid for the implementation of the measures referred to in Sub-chapters 3.4.2, 3.4.5, 3.4.6, 3.4.7, 3.4.8, 3.6 and Chapter 5.2 of the Regulation and the measure “First Work Experience for Youth” and the aid for costs related to the purchase of equipment and facilities, and also the production or purchase of technical aids for the adaptation of the workplaces for employed persons with a disability subject to the risk of unemployment and for the adaptation of the traineeship or training sites referred to in Sub-paragraph 43.2 of the Regulation, the Agency shall check whether the abovementioned financial aid does not increase the total amount of *de minimis* aid received by the employer in the relevant fiscal year, and also in the previous two fiscal years up to the level which exceeds the maximum amount of *de minimis* aid specified in Article 3(2) of Commission Regulation No 1407/2013, Article 3(2) of Commission Regulation No 717/2014 or whether the abovementioned financial aid does not increase the total amount of *de minimis* aid received by the employer in the relevant fiscal year, and also in the previous two fiscal years and the total amount in the fishery and aquaculture sector up to the level which exceeds the maximum amount of *de minimis* aid specified in Article 3(2) or (3) of Commission Regulation No 717/2014 or Article 3(3)(a) of Commission Regulation (EU) No 2019/316 of 21 February 2019 amending Regulation (EU) No 1408/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid in the agriculture sector. Upon assessing the amount of aid to be granted, *de minimis* aid received at the level of a single enterprise should be evaluated. A single enterprise is an undertaking which corresponds to the criteria referred to in Article 2(2) of Commission Regulation No 1407/2013, Article 2(2) of Commission Regulation No 1408/2013, and Article 2(2) of Commission Regulation No 717/2014. If, upon implementing the measures referred to in Sub-chapter 3.4.2 of this Regulation, the financial aid is granted in accordance with Commission Regulation No 651/2014, prior to granting aid the Agency shall check whether the abovementioned financial aid in the relevant fiscal year for affiliated undertakings does not exceed the notification thresholds for different items of costs specified in Article 4(1)(o), (p), (q), and (r) of Commission Regulation No 651/2014.

[*23 November 2021*]

192.10 The financial aid for the implementation of the measures referred to in Sub-chapters 3.4.2, 3.4.5, 3.4.6, 3.4.7, 3.4.8, 3.6 and Chapter 5.2 of this Regulation and the measure “First Work Experience for Youth” and the aid for costs related to the purchase of equipment and facilities, and also the production or purchase of technical aids for the adaptation of the workplaces for employed persons with a disability subject to the risk of unemployment and for the adaptation of the traineeship or training sites referred to in Sub-paragraph 43.2 of this Regulation shall not be granted as *de minimis* aid, if the employer is referred to in Article 1(1)(a) and (b) of Commission Regulation No 1407/2013 or is performing the activities specified in Article 1(1)(c) and (d) of Commission Regulation No 1407/2013, Article 1(1) of Commission Regulation No 717/2014, or Article 1(1) of Commission Regulation No 1408/2013, and also if insolvency proceedings have been declared by a court judgement, legal protection proceedings are being implemented by a court judgement, or extrajudicial legal protection proceedings are being implemented by a court decision for a performer of economic activity, a bankruptcy procedure has been initiated, reorganisation or amicable settlement has been applied, or its economic activity has been terminated, or it corresponds to the criteria specified in laws and regulations so that insolvency proceedings would be applied to him or her upon request of creditors. Upon implementing the measures referred to in Sub-chapter 3.4.2 of this Regulation in accordance with Commission Regulation No 651/2014, the financial aid shall not be granted to employers which are operating in the economic field specified in Article 1(3)(d) of the Commission Regulation, are implementing the aid measures specified in Article 1(2) of Commission Regulation No 651/2014, or the employer complies with the conditions referred to in Article 1(4) of Commission Regulation No 651/2014.

[*23 November 2021*]

192.11 The financial aid which has been granted as *de minimis* aid in accordance with Commission Regulation No 1407/2013 for the implementation of the measures referred to in Sub-chapters 3.4.2, 3.4.5, 3.4.6, 3.4.7. 3.4.8, 3.6 and Chapter 5.2 of this Regulation and the measure “First Work Experience for Youth” and the aid for costs related to the purchase of equipment and facilities, and also the production or purchase of technical aids for the adaptation of the workplaces for employed persons with a disability subject to the risk of unemployment and for the adaptation of the traineeship or training sites referred to in Sub-paragraph 43.2 of this Regulation, shall be accounted in accordance with the laws and regulations regarding the procedures for accounting and granting *de minimis* aid and sample accounting forms of *de minimis* aid.

[*23 November 2021*]

192.12 A performer of economic activity to whom *de minimis* aid is applied in accordance with Commission Regulation No 1407/2013 and who is operating in the sectors referred to in Article 1(1)(a), (b), or (c) of Commission Regulation No 1407/2013 shall ensure separation of the activities or costs of such sectors.

[*18 December 2018*]

192.13 If the financial aid for employment of the target group, upon implementation of the measures referred to in Sub-chapter 3.4.2 of this Regulation, is provided in accordance with Commission Regulation No 651/2014, the unemployed persons referred to in Paragraph 80 of this Regulation shall be involved in the measure.

[*18 December 2018*]

192.14 If the financial aid for employers for the employment of the unemployed persons referred to in Sub-paragraphs 80.2 and 80.3 of this Regulation is provided in accordance with Commission Regulation No 651/2014, the Agency shall ensure the following according to the contract entered into for the implementation of measures:

192.14 1. the aid referred to in Paragraph 84 of this Regulation in the form of a monthly subsidy in the amount of 50 % of the costs of wages within one year in accordance with Article 32(6) of Commission Regulation No 651/2014. The monthly subsidy shall not exceed the amount of the minimum monthly wage determined in the State;

192.14 2. the aid referred to in Sub-paragraph 82.2 of this Regulation in accordance with Article 35(2)(a) of Commission Regulation No 651/2014. The financial aid referred to in Paragraph 87 of this Regulation in the form of a monthly subsidy shall be granted in the amount of 50 % of the minimum monthly wage determined in the State in proportion to the number of days worked by the unemployed person in a month in accordance with Article 35(4) of Commission Regulation No 651/2014.

[*18 December 2018; 23 November 2021*]

192.15 If the financial aid for employers for the employment of unemployed persons with disability is provided in accordance with Commission Regulation No 651/2014, the Agency shall ensure the following during the implementation of measures:

192.15 1. the financial aid referred to in Sub-paragraph 88.1 of this Regulation in the form of a subsidy in the amount of 75 % of the costs of wages within one year in accordance with Article 33(5) of Commission Regulation No 651/2014. The amount of the monthly subsidy may not exceed the amount of one and a half minimum monthly wages determined in the State or the amount of the minimum monthly wage determined in the State, if it is planned to employ the unemployed person with disability in semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations);

192.15 2. the financial aid referred to in Sub-paragraph 88.2 of this Regulation in accordance with Article 34(2)(b) of Commission Regulation No 651/2014. The financial aid in the form of a monthly subsidy shall be granted in the amount of 50 % of the minimum monthly wage determined in the State in proportion to the number of days worked by the unemployed person in a month in accordance with Article 34(3) of Commission Regulation No 651/2014;

192.15 3. the financial aid referred to in Sub-paragraph 88.3 of this Regulation in accordance with Article 34(2)(c) of Commission Regulation No 651/2014. The amount of the financial aid shall be determined in accordance with Article 34(3) of Commission Regulation No 651/2014, in conformity with the restriction of costs specified in Sub-paragraph 88.3 of this Regulation.

[*18 December 2018*]

192.16 The financial aid for the implementation of the measures referred to in Sub-chapters 3.4.2, 3.4.5, 3.4.6, 3.4.7, 3.4.8, 3.6 and Chapter 5.2 of this Regulation and the measure “First Work Experience for Youth” and the aid for costs related to the purchase of equipment and facilities, and also the production and purchase of technical aids for the adaptation of the workplaces for employed persons with a disability subject to the risk of unemployment and for the adaptation of the traineeship or training sites referred to in Sub-paragraph 43.2 of this Regulation shall not be accrued with other *de minimis* aid and aid of other countries in relation to the same eligible costs, or aid of other countries for the same measure of risk financing.

[*23 November 2021*]

192.17 If financial aid for employers for the employment of the unemployed persons referred to in Paragraph 80 of this Regulation is provided in accordance with Commission Regulation No 651/2014:

192.17 1. for the implementation of the measure, newly created workplaces may be applied or unemployed persons may be employed in such positions which have vacated due to any of the reasons referred to in Article 32(3) and Article 33(3) of Commission Regulation No 651/2014;

192.17 2. the unemployed person has the right to complete participation in the measure according to the time periods referred to in Paragraph 86 of this Regulation (except for cases when employment relationship has been terminated due to the violation of the employee) in accordance with Article 32(4) and Article 33(4) of Commission Regulation No 651/2014.

[*18 December 2018*]

192.18 The Agency shall ensure the publicity measures referred to in Article 9(1) and (4) of Commission Regulation No 651/2014.

[*18 December 2018*]

192.19 The grantor of aid and the recipient of aid shall store data regarding the aid scheme for 10 fiscal years in accordance with Article 6(4) of Commission Regulation No 1407/2013 and Article 12(1) of Commission Regulation No 651/2014.

[*18 December 2018*]

192.20 The decision to grant State aid may be taken in accordance with Article 58(4) and Article 59 of Commission Regulation No 651/2014, Article 7(4) and Article 8 of Commission Regulation No 1407/2013, Article 7(4) and Article 8 of Commission Regulation No 717/2014, and Article 7(4) and Article 8 of Commission Regulation No 1408/2013 in accordance with the term of validity of these regulations. The date of entry into force of the contract referred to in Paragraphs 82, 109.5, 109.24, 119, and 133 of this Regulation shall be considered as the moment of granting State aid. If the requirements of Commission Regulation No 1407/2013, Commission Regulation No 717/2014, or Commission Regulation No 1408/2013 have been violated, the recipient of aid has the obligation to repay the beneficiary the entire aid which has been received within the scope of the project and granted in accordance with the respective Regulation, from the resources free from the State aid, in accordance with the conditions of Chapter IV or V of the Law on Control of Aid for Commercial Activity. If the requirements of Commission Regulation No 651/2014 have been violated, the recipient of aid has the obligation to repay the beneficiary the entire aid unlawfully received within the scope of the project together with interest the rate of which is published by the European Commission in accordance with Article 10 of Commission Regulation No 794/2004 by adding 100 basis points thereto from the day when the State aid was disbursed to the beneficiary until the day when it is recovered, following the method for applying the interest rate specified in Article 11 of Commission Regulation No 794/2004.

[*17 December 2020; 23 November 2021*]

**6.3 EURES Partners**

[*18 December 2018*]

192.21 An association or foundation is entitled to provide services as a EURES partner in accordance with Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers’ access to mobility services and the further integration of labour markets, and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013 (hereinafter – Council Regulation No 2016/589), if the Agency has admitted it as a EURES partner and it has been included in the Register of EURES Partners published on the website of the Agency.

[*18 December 2018*]

192.22 An association or foundation shall be admitted as a EURES partner, if it conforms to the following requirements:

192.22 1. the operation of the association or foundation has been registered in accordance with the requirements of the laws and regulations governing operation;

192.22 2. insolvency of the association or foundation has not been declared, it is not undergoing the process of liquidation;

192.22 3. the association or foundation has experience of at least three years in provision of consultations regarding working conditions and career issues or issues related to planning of human resources, and also in the provision of aid consultations to employers or employees after establishment of employment relationships;

192.22 4. the objective specified in the articles of association conforms to the objectives brought forward in Article 6 of Council Regulation No 2016/589;

192.22 5. members of the administrative bodies of the association or foundation have not been members of the administrative bodies of such economic operator which has been issued with a licence for the provision of work placement services;

192.22 6. the association or foundation conforms to the minimum conformity criteria specified in Article 11(4) of and Annex I to Council Regulation No 2016/589.

[*18 December 2018*]

192.23 An association or foundation which wishes to become a EURES partner shall submit an application to the Agency (the application form shall be published on the website of the Agency). The following shall be indicated in the application:

192.23 1. the name, registration number, legal address and address of the place of operation, telephone number, and electronic mail address of the association or foundation;

192.23 2. the given name, surname, and personal identity number, and also the position of the members of the administrative bodies;

192.23 3. the type or types of the service in accordance with Article 12(2) of Council Regulation No 2016/589;

192.23 4. the contact points referred to in Article 12(4) of Council Regulation No 2016/589;

192.23 5. the available self-service website where persons seeking employment and employers can receive information on the services referred to in Article 12(2) of Council Regulation No 2016/589;

192.23 6. description of experience;

192.23 7. information confirmed by a signature that the association or foundation conforms to the requirements referred to in Paragraph 192.22 of this Regulation.

[*18 December 2018*]

192.24 The Agency shall refuse to admit an association or foundation as a EURES partner, if it does not conform to the requirements brought forward in this Regulation for a EURES partner.

[*18 December 2018*]

192.25 Upon providing a service in the EURES network, a EURES partner shall:

192.25 1. conform to the obligations specified for EURES participants in Council Regulation No 2016/589;

192.25 2. by the twenty-fifth date of the subsequent half-year submit the information referred to in Article 32(1) of Council Regulation No 2016/589 to the Agency, filling in the report form published on the website of the Agency regarding provision of EURES services;

192.25 3. ensure the participation of the personnel in the modules of the training programme referred to in Article 8(1)(a)(iii) of Council Regulation No 2016/589.

[*18 December 2018*]

192.26 A EURES partner has the right to receive the aid provided for in Council Regulation No 2016/589.

[*18 December 2018*]

192.27 The Agency shall cancel the rights to operate as a EURES partner if it:

192.27 1. does not conform to the requirements brought forward in Paragraph 192.22 of this Regulation for a EURES partner;

192.27 2. does not fulfil the obligations referred to in Paragraph 192.25 of this Regulation and, upon request of the Agency, does not eliminate the deficiencies detected;

192.27 3. submits an application to the Agency in relation to refusal to operate as a EURES partner.

[*18 December 2018*]

**7. Closing Provisions**

[*1 October 2013*]

193. Cabinet Regulation No. 166 of 10 March 2008, Regulations Regarding the Procedures for Organising and Financing of Active Employment Measures and Preventative Measures for Unemployment Reduction and Principles for Selection of Implementing Bodies of Measures, (*Latvijas Vēstnesis*, 2008, No. 46; 2009, No. 9, 37, 125, 130, 135; 2010, No. 34, 108; 2011, No. 5), is repealed.

194. The work traineeship places established within the framework of the measure “Training for Acquiring and Maintaining Practical Work Skills, if an Employer is a Local Government” for six months, and also for the time period up to five months starting from 1 July 2011, shall continue to exist and unemployed persons shall be involved in the work traineeship therein by the end of the term for establishing the traineeship places, but no longer than by 30 November 2011.

[*21 June 2011*]

195. The provisions of this Regulation which were in force on the day of establishing workplaces for six months within the framework of the measure “Training for Acquiring and Maintaining Practical Work Skills, if an Employer Is a Local Government” by 30 June 2011 shall apply to the abovementioned workplaces and the unemployed persons involved therein, except for the amount of the monthly allowance for an unemployed person referred to in Sub-paragraph 67.1 of this Regulation and the amount of the grant for the local government laid down in the second sentence of Sub-paragraph 67.3 of this Regulation.

[*21 June 2011*]

196. The costs of the training programmes for persons subject to the risk of unemployment, for participation in which within the framework of the measure “Training Programmes for Involving Adults in Lifelong Learning” the persons not referred to in Paragraph 179 of this Regulation have received a coupon by 30 June 2011, shall be covered by the Agency in the amount of 90 % of the training costs, but not exceeding LVL 225 which is 90 % of the total value of the coupon (the total value of the training coupon is LVL 250).

[*21 June 2011*]

197. Unemployed persons who in accordance Paragraph 32 of this Regulation have expressed their wish to participate in the vocational education programmes referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation in the individual job seeking plan until 31 July 2012 shall retain the right to repeatedly become involved in the abovementioned programmes not earlier than a year after the previous participation is completed.

[*24 July 2012; 28 February 2017*]

198. The Agency shall discontinue involving of unemployed person in the measure referred to in Sub-chapter 3.2 of this Regulation from 1 August 2012. The unemployed persons involved in the measure until 31 July 2012 shall complete participation in the measure.

[*24 July 2012*]

199. Unemployed persons who have become involved in the measure provided for the persons with disability referred to in Sub-chapter 3.4.2 of this Regulation until 31 July 2012 shall complete participation also if the case of exception referred to in Paragraph 20.1 of this Regulation sets in.

[*24 July 2012*]

200. If granting of financial aid within the framework of the active employment measures and preventive measures for unemployment reduction has been commenced until 31 December 2013, the total amount of the financing to be granted shall be determined, taking into account also the amounts in Latvian lats for the time period until 31 December 2013.

[*1 October 2013*]

201. Unemployed persons who have acquired the status of an unemployed person until introduction of the employment seeking aid measures referred to in Sub-chapter 3.9 of this Regulation shall be involved in the employment seeking aid measures from the day, when they arrive at the Agency for the current visit.

[*10 December 2013*]

202. Paragraphs 10.2, 10.3, and 10.4 of this Regulation shall remain in force until the day when altogether 200 unemployed persons are involved in the educational programmes referred to in Paragraph 10.2 of this Regulation or when all unemployed persons involved until 1 April 2016 have acquired the education.

[*26 May 2015*]

203. The young unemployed persons who have commenced the participation in the measure “Workplace for Young Person” and in the measure “Aid for Voluntary Work of Young Persons” until 31 December 2013 shall complete the participation in the measure in accordance with the conditions of this Regulation which were in force on the day of commencing the participation.

[*20 May 2014*]

204. The aid referred to in Sub-paragraph 81.1 of this Regulation which has been introduced in accordance with Commission Regulation No 800/2008 in force until 30 June 2014 with the transition period until 31 December 2014 is granted until 31 December 2014.

[*20 May 2014*]

205. The young persons who have registered with the Agency as unemployed persons by 2 January 2014 and have already become involved in the measure “Workplace for Young Person” may be involved by the Agency in the measure “First Work Experience for Youth” not earlier than 12 months after completing the participation in the measure “Workplace for Young Person”.

[*12 August 2014*]

206. The young persons who have registered with the Agency as unemployed persons by 2 January 2014 and have already become involved in the measure “Aid for Voluntary Work of Young Persons” may be involved by the Agency in the measure “Development of Skills Necessary for Work in the Non-governmental Sector” not earlier than 12 months after completing the participation in the measure “Aid for Voluntary Work of Young Persons”.

[*12 August 2014*]

207. Paragraph 43.1 of this Regulation shall not be applied to educational institutions which, until 15 August 2014, have entered into contracts with the Agency for the implementation of measures.

[*12 August 2014*]

208. Amendments to Sub-paragraphs 82.2 and 133.3 of this Regulation regarding ensuring a qualified work manager in a measure for a specific period of time shall not be applied in relation to employers which, until the day of coming into force of these amendments, have entered into contracts with the Agency for the implementation of the measure.

[*12 August 2014*]

209. Amendment to Sub-paragraph 121.2 of this Regulation regarding increasing the amount of the grant for the implementation of one business plan shall not be applied in relation to the unemployed persons who, until the day of coming into force of these amendments, have entered into a contract with the Agency for the implementation of a business plan.

[*12 August 2014*]

210. The conditions referred to in Paragraphs 95, 96, and 96.1 of this Regulation for accounting of the financial aid from 1 January 2015 shall also be applicable to accounting of the financial aid referred to in Sub-paragraph 81.1 1 of this Regulation.

[*12 August 2014*]

211. [28 February 2017]

212. Amendment to Paragraph 10 of this Regulation providing for that, upon using the method of coupons for training for the implementation of the measures referred to in Paragraph 21 of this Regulation, unemployed persons and persons seeking employment select educational institutions individually shall not be applied in relation to such educational institutions which, until the day of coming into force of the abovementioned amendment, have entered into contracts with the Agency for the training of unemployed persons.

[*26 May 2015; 28 February 2017*]

213. Paragraph 10.4 of this Regulation and amendment to Paragraph 10.2 in relation to the implementation of continuing vocational education programmes in vocational education competence centres and in vocational education institutions established by the State and local governments, on the priority basis in the institutions the infrastructure of which has been improved from the funds of the European Regional Development Fund (ERDF), shall come into force on 1 September 2015.

[*26 May 2015; 29 March 2016*]

214. The costs referred to in Sub-paragraph 43.8 of this Regulation for the organising examinations of the official language proficiency shall be applicable from the day of the provision of such service.

[*5 January 2016*]

215. Amendments to Sub-paragraphs 174.7 1 and 174.7 2 of this Regulation providing for that within the scope of active employment measures the financial aid for regional mobility for the first and subsequent three months of employment relationship does not exceed EUR 100, shall not be applied in relation to such contracts regarding aid for regional mobility within the scope of active employment measures which, until 1 April 2016, have been entered into by the Agency with the persons involved in the measures.

[*29 March 2016*]

216. Amendment to Paragraph 34.8 of this Regulation providing for that the amount of the allowance within the scope of the measures referred to in Paragraph 21 of this Regulation is EUR 5 per training day, shall not be applied in relation to such contracts which, until 3 March 2017, have been entered into by the Agency with unemployed persons.

[*28 February 2017*]

217. Amendments to Sub-paragraphs 136.1 and 138.1 of this Regulation providing for that the amount of the allowance within the scope of the measure “Development of Skills Necessary for Work in the Non-governmental Sector” and the measure “Workshops for Young Persons” is EUR 5 per day worked or involvement day in the measure, shall not be applied to such unemployed persons who, until 10 March 2018, have been involved in the abovementioned measures by the Agency.

[*6 March 2018*]

218. Amendments to Sub-paragraph 141.8 2 and Paragraph 141.10 of this Regulation which provide for changes in the amount of the monthly remuneration for the performance of temporary paid social work and in the amount of working hours shall not be applicable to contracts with unemployed persons which have been entered into until 28 December 2018.

[*18 December 2018*]

219. The allowance for participation in the motivation programme referred to in Sub-paragraph 163.3 4 of this Regulation shall be disbursed to the unemployed persons involved in the motivation programme who have entered into the contract for participation in the measure until 28 December 2018.

[*18 December 2018*]

220. The procedures for the calculation of transport costs provided for in Paragraph 172 and Sub-paragraph 174.6 1 of this Regulation shall not be applied to the contracts with employed persons and unemployed persons which have been entered into until 28 December 2018.

[*18 December 2018*]

221. The financial aid in accordance with the conditions of Commission Regulation No 651/2014, upon implementation of the measures referred to in Sub-chapter 3.4.2 of this Regulation, shall be granted from 1 April 2019.

[*18 December 2018*]

222. Amendments to Paragraph 192.7 of this Regulation providing that aid within the scope of the measure referred to in Sub-chapter 3.4.2 of this Regulation is not granted as *de minimis* aid in accordance with the conditions of Commission Regulation No 717/2014 and Commission Regulation No 1408/2013 shall not be applied to contracts which have been entered into by the Agency with employers until 31 March 2019.

[*18 December 2018*]

223. [29 June 2021]

224. Amendment to Sub-paragraph 109.13 1 of this Regulation which provides for determining the amount of the subsidy for the monthly wage of an unemployed person involved in practical training and the duration of disbursement depending on the qualification level of practical training shall not be applied to the contracts which have been entered into until 31 December 2020.

[*17 December 2020*]

225. Amendment to Sub-paragraph 109.13 2 of this Regulation which provides for determining the subsidy to the work manager of unemployed persons involved in the practical training in the amount of EUR 10 for each day of practical training of the unemployed person shall not be applied to the contracts which have been entered into until 31 December 2020.

[*17 December 2020*]

226. Amendment to Sub-paragraph 109.24 1 of this Regulation which provides for granting the monthly wage subsidy of an unemployed person for up to six months shall not be applied to the contracts which have been entered into until 31 December 2020.

[*17 December 2020*]

227. Amendment to Paragraph 34 of this Regulation which provides for the obligation of an educational institution to register information on training groups shall not be applied to such training groups in which training has been commenced until 30 June 2021.

[*20 April 2021*]

228. An educational institution shall calculate and disburse the allowance of the unemployed person until the fifteenth date of the following month, but in the last month of training – on the last day of training:

228.1. to the unemployed persons who have been involved in the training referred to in Paragraph 21 of this Regulation (except for the training referred to in Sub-paragraph 21.5 of this Regulation) until 30 June 2021;

228.2. to the unemployed persons who have been involved in the training referred to Sub-paragraph 21.5 of this Regulation until 31 July 2021.

[*20 April 2021*]

229. Paragraph 82.1 of this Regulation which provides for a restriction to involve not more than 50 % of the total number of employees employed at the employer and in total not more than five persons in measures of an employer for specific groups of persons shall not be applied to the contracts which have been entered into until 30 April 2021.

[*20 April 2021*]

230. Amendment to Paragraph 141.10 of this Regulation which provides for determining the monthly remuneration for an unemployed person for the performance of temporary paid social work in the amount of EUR 250 shall be applied from 1 May 2021.

[*20 April 2021*]

231. Amendments to Paragraphs 172 and 174.6 of this Regulation which provide for determining the maximum daily financial aid for covering transport costs in the amount of EUR 7 shall not be applied when calculating the financial aid which has been granted until 30 April 2021.

[*20 April 2021*]

232. Amendments to Paragraphs 34.4, 34.7, 34.8, 35, and 46.2 of this Regulation which provide for the right to receive an allowance for the participation in the training measure referred to in Sub-paragraph 21.7 of this Regulation, the procedures for the disbursement thereof, the entering into a contract on participation and involvement intensity, and also the right to receive an advance payment for covering the expenses of the training referred to in Sub-paragraph 21.7 of this Regulation shall not be applied to persons who are involved in the training measure referred to in Sub-paragraph 21.7 of this Regulation until the day of coming into force of the aforementioned amendments.

[*17 August 2021*]

233. Amendment to Sub-paragraph 46.1 1 of this Regulation which provides for an increase in the value of the coupon and the rate for a lesson used to determine it shall not be applicable to the persons who are involved in the training of vehicle drivers before 31 December 2021.

[*23 November 2021*]

234. Sub-paragraphs 88.7 and 109.13 8 of this Regulation which provide for financial aid – subsidy for making mandatory State social insurance contributions in proportion to the share of the subsidy of the wage for the employers who employ unemployed persons with a disability shall come into force on 1 January2022.

[*23 November 2021*]

235. Amendments to Paragraphs 109.5, 109.7, and 109.8 of this Regulation which remove the requirement for employers to continue employing the trained employee for at least three more months after completion of the training shall not be applicable to the contracts entered into before the day of coming into force of the respective amendments.

[*23 November 2021*]

236. Sub-paragraph 136.1.3 of this Regulation which provides for that the financial resources intended for the implementation of the measure “Development of the Skills Necessary for Work” may be used for the mandatory State social insurance contributions for the pension insurance shall come into force on 1 January 2022.

[*23 November 2021*]

237. Amendment to Paragraph 141.4 of this Regulation which provides for that the period of the involvement of unemployed persons in paid social work is shortened from six to four months over a 12-month period shall not be applicable to the persons who have become involved in the temporary paid social work before 31 December 2021.

[*23 November 2021*]

Prime Minister V. Dombrovskis

Minister for Welfare I. Jurševska