

### 3.3.1 INDIVIDUAL EMPLOYMENT PLAN (IEP)

An Individual Employment Plan (IEP) is required for Adult and Dislocated Worker participants in WIOA

Title IB Intensive and Training services. It is both a form and a continual process. The IEP must be developed in partnership with the participant. The IEP is a comprehensive employment plan that describes the employment, skill training (if applicable), and supportive service needs of participants, as well as the service strategy that has been developed to meet those needs and achieve the employment goal(s). The IEP must reflect the employment, training, and supportive service needs indicated by the objective assessment, as well as the expressed interests and desires of the participant. The LWDA must ensure that decisions are participant-centered and intended to enhance the employability of the participant.

OWD can ensure that both the participant and the LWDA are accountable for their responsibilities by requiring that the IEP is constantly updated to reflect current progress and maintained in the electronic case file in the WorkSource Portal. An executed copy, signed by program staff and participant, must be provided to the participant and the original maintained in the participant's WorkSource Portal case file. Providers should ensure that the employment goal, action steps, and appropriate services are kept current in the case notes and/or otherwise maintained in the participant's electronic case file in the WorkSource Portal (i.e., uploading a new or updated IEP or amending the IEP within the Portal as goals are achieved). OWD requires documentation of the justification for the employment goal, action steps, and required services. Monitors will look for justification of the IEP during their review of participant's electronic case files.

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I. The IEP shall, at a minimum, address the following five basic elements:

#### A. Employment Goal

i. An employment goal must be established for each participant. This goal should identify a specific occupation or occupational cluster.

#### B. Training and Supportive Service Needs (if applicable)

i. This portion of the IEP must describe the participant's training needs and supportive service needs. Training needs are to be identified in the areas of pre-employment/work maturity skills, basic education skills, and occupational skills. These needs are identified by comparing the information obtained in the objective assessment process to the skills required by the participant's employment goal.

ii. Supportive service needs of each participant, as determined through the objective assessment, must also be identified.

iii. Document the needs of the participant, whether in skill training or supportive services, must include all skill deficiencies and barriers which may prevent the participant from attaining the employment goal, regardless of whether those needs will be met through

WIOA or non-WIOA resources.

#### C. Schedule of Activities and Services

i. All activities and services that are planned for the participant, in response to needs identified, must be described in the IEP. OWD requires that the flow of services must be included.

This must include the training and supportive services provided through WIOA resources and all non-WIOA sources. The timeline of the scheduled services provided must be entered in the WorkSource Portal.

#### D. Achievement Objectives

i. Achievement objectives or benchmarks to measure progress toward the ultimate attainment of the employment goal must also be included in the IEP. Such objectives should establish interim standards of success throughout the period of program participation. Examples of achievement objectives include completion of training activities, attainment of basic skills levels, completion of GED, elimination of employment barriers or other goals that are specific to the individual needs or barriers of a participant.

#### E. Follow-Up Services

i. The twelve-months (12) of follow-up contact with participants who have exited to unsubsidized employment for performance purposes should be collected and entered in the WorkSource Portal.

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