



INDIVIDUAL EMPLOYMENT PLAN & INDIVIDUAL SERVICE STRATEGY

Workforce Investment Act Policies and Procedures

POLICY #W412

Effective Date: April 18, 2012

BACKGROUND:

The Workforce Investment Act (WIA) requires that all Adult, Dislocated Worker, and Youth participants be provided an assessment and an Individual Employment Plan (IEP) or an Individual Service Strategy (ISS), depending on the program. The IEP and ISS are similar documents/processes; however the IEP is for Adult and Dislocated Worker Program participants while the ISS is designed to Youth Program participants. The IEP and ISS are a culmination of the assessment and needs to identify the employment goal, appropriate achievement objectives, and the appropriate mix of services. The content of the IEP/ISS is the road map and compass demonstrating the agreed upon plan of action. The IEP and ISS are also used to justify training which must be linked to occupations in demand in the local area or areas where individual is willing to relocate.

POLICY:

An IEP is required in order for Adult and Dislocated Worker Program participants to receive Intensive and Training level services. An ISS is required for all Youth Program participants from the start of their WIA program participation. Both documents should be considered a continual process. The IEP/ISS documents are to be developed in partnership with the participant, and should be recorded in SKIES accordingly. The plan/strategy should be reviewed periodically to evaluate the progress of each participant in meeting the objectives and must be updated to reflect any changes. Any subsequent revisions should also be recorded in SKIES.

The IEP/ISS and case notes shall be used as the basic instrument to record the results of decisions made about the combination and sequence of services for the participant based on the assessment. It should also contain a post-employment strategy given the nature of most WIA performance measures.

The IEP and ISS do not give legal or entitlement rights for services to participants.

WIA ADULT / DISLOCATED WORKER INDIVIDUAL EMPLOYMENT PLAN

The IEP is an individual plan based on the information provided by the assessment. It serves as the basis for the entire case management strategy, and identifies:

1. the employment goal(s), including non-traditional employment goals;
2. job readiness, specific strengths, and identified deficiencies;
3. appropriate achievement objectives;
4. appropriate services based on assessment;
5. assessment of individual's financial, social and/or supportive needs; and
6. the sequence and mix of services to be provided.

The information in the IEP provides justification for all services to be given through the Core, Intensive and Training levels. Certain Core services must be provided before individuals are eligible to receive Intensive services. Both the minimum of Core and Intensive services must be met before participants are eligible to receive Training services. Refer to SAWDC Policy Classroom Training for specifics.

The IEP will also document the services provided to the individual. If changes in the employment goals and/or services occur, the IEP must be revised.

Any information that describes an individual's medical condition or disability must be maintained in a separate file consistent with policies and procedures and reference made to the separate file.

Local labor market information must be taken into consideration in the development of the IEP.

It is the WIA Program Operator's responsibility to establish processes to review and approve all registration paperwork, including the Individual Employment Plan, for completeness, accuracy, and internal consistency, as well as to ensure that plan in each participant's file is current at all times.

YOUTH INDIVIDUAL SERVICE STRATEGY

The ISS is a distinct plan designed specifically for the WIA Youth Program participants and is based on the information obtained during the objective assessment. The ISS will serve as the basis for the entire case management service strategy and as a guide for delivery of appropriate services. The ISS will identify and document:

1. the educational goal(s) of the participant;
2. the employment goal(s) of the participant, including, when appropriate, non-traditional employment goals;
3. objective assessment of current academic and skills levels, basic and occupational skills, prior work experience, employability, interests & aptitudes, supportive service needs, and developmental needs;
4. appropriate achievement objectives for the participant;
5. appropriate services, the sequence and mix of the services, and justification for the services to be provided;
6. any referral(s) to other services/programs;
7. services needed, but not available in the Workforce Spokane system; and
8. assessment of the individual's financial, social and/or supportive services needs.

The ISS will document the services provided to the individual. If changes in the employment goals and/or services occur, the ISS must be revised.

Any information that describes an individual's medical condition or disability must be maintained in a separate file consistent with policies and procedures and reference made to the separate file.

Local labor market information will be taken into consideration in the development of the ISS. Services identified as needed but not available in the WorkSource Spokane system must be documented in the ISS.

It is the WIA Program Operator's responsibility to establish processes to review and approve all registration paperwork, including the Individual Service Strategy, for completeness, accuracy, and internal consistency, as well as to ensure that plan in each participant's file is current at all times.

REFERENCE:

- Workforce Investment ACT; Final Rules 20 CFR Part 652 et al.
- Workforce Investment ACT
- Adult and Dislocated Workers Sec 134
- Youth Sec 129(c)
- Spokane Area Workforce Development Council's policies
- Spokane Area Workforce Development Council's Policy #W408: Classroom Training: Individual Training Account & Prevocational Training