

Individual Employment Plan & Individual Service Strategy

Policy

1. The Individual Employment Plan is an individualized career service under the Workforce Innovation and Opportunity Act and is developed jointly by the participant and the WIOA staff person.
2. The Individual Employment Plan is a document that provides a summary of where a participant has been, where are they now, where do they want to go, how will they get there, and what is the progress.
3. Detail should be provided in the participant's case notes to support the information on the Individual Employment Plan.
4. The Plan will change over time, as necessary, to meet the needs of the individual.
5. Participants should get a copy of the Individual Employment Plan initially and after changes are made.
6. The Individual Employment Plan:
 - a. Is the overall career planning and case management strategy.
 - b. Provides an update on strategies and activities as they occur.
 - c. Documents a participant's progress, activities completed and benchmarks reached.
 - d. Identifies other accomplishments.
 - e. Is used to show a roadmap to achieve measurable and attainable short-term and long-term goals.
 - f. Serves as a tool to monitor and evaluate the participant's progress.