



Local Operating Procedure

SECTION: Operations/Case Management	PROCEDURE#: LOP06	PAGE 1 of 3
TITLE: WIOA Adult & Dislocated Worker Individual Employment Plan	EFFECTIVE DATE: March 23, 2022	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: To establish guidance and instruction for CareerSource North Central Florida (CSNCFL) staff with the development and completion of the WIOA Adult & Dislocated Worker Individual Employment Plan (IEP).

REFERENCE: CSNCFL adheres to 20 CFR 680.210 and 680.220, WIOA sec. 134(c)(3)(A)(i), WIOA sec. 134(c)(2)(A)(xii)(II), TEGL 19-16 and Administrative Policy 009.

POLICY: CSNCFL requires that the WIOA Adult & Dislocated Worker (DW) applicants receive a comprehensive assessment as part of determining eligibility for WIOA individualized and training services. As part of WIOA individualized services and after the WIOA Adult or DW applicant is deemed eligible and enrolled into the WIOA individualized or training services, an Individual Employment Plan (IEP) must be developed.

Procedure

WIOA requires that all WIOA Adult and DW participants who receive WIOA training services must first receive either a documented interview, evaluation, comprehensive assessment, career planning, an Individualized Employment Plan (IEP) or any other method through which enough information can be obtained to determine eligibility for training services. The IEP must be jointly developed by the WIOA participant and the CSNCFL staff for all training services.

If the WIOA participant is placed in an On-the-Job Training (OJT) activity, an IEP must be developed. When developing an IEP for OJT, the skill requirements of the OJT occupation, academic and occupational skill level of the participant and/or prior work experience must be considered in the development of the IEP.

The IEP is an on-going strategy that is required to be jointly developed and updated by the participant and the WIOA staff. At minimum, the IEP must identify the participants' employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. The IEP is used as the basic tool for CSNCFL staff to document appropriateness of decisions made about the mix and combination of services provided

to include referral to programs for specific activities.

The IEP must be successfully completed, signed & dated by the WIOA participant and CSNCFL staff within 30 days from the date of the WIOA participants' program participation but always on the date of or before an assigned WIOA activity. The activity code associated with the IEP must be entered in Employ Florida and successfully closed out upon successful completion of the IEP. The activity code associated with the IEP must be entered in Employ Florida and successfully closed out every time the IEP is updated. A case note that describes the newly created IEP or updated IEP must be entered in Employ Florida.

The IEP should include identifying information:

- Measurable short – and long-term goals
- Employment goals
- Educational goals
- Needs and barriers
- Assessment results including testing information
- Supportive services and other resources needed
- Occupational Skills Training
- Individual Training Account (ITA) information
- Paid or unpaid work experiences
- OJT with an academic occupational educational component
- Organizations/training providers and/or individuals that will provide services and resources
- IEP should include clear action statements that are tied to the goals set by the WIOA participant and CSNCFL staff
- Specific time for completion of goals
- Regular review with WIOA participants for planned and accomplished goals
- Refinement of existing goals
- Objectives and changing directions as needed

The IEP must be updated as activities are completed, goals achieved and/or the WIOA participants' needs are changed. Placement into OJT, paid or unpaid work experience, occupational skills training, employment and registered apprenticeships must also be documented in the IEP and the corresponding activity code entered into Employ Florida accompanied by case notes entered in Employ Florida that described the placement.

All IEPs will be maintained in the WIOA participants' Atlas file.

For instructions on how to create an IEP for the WIOA participant in Employ Florida, refer to the Employ Florida VOS Staff Services User Guide Section 4: Individuals – Case Management - page 4-77 through 4-83.

Definitions

Individual Employment Plan – An individualized career service, under WIOA sec. 134(c)(2)(A)(xii)(II), that is developed jointly with an eligible participant and career planner. The plan is an ongoing strategy to identify employment goals, achievement objectives and an appropriate combination of services for the participant to achieve the employment goals.

Assessments – Refers to tools that career center staff may use to evaluate, identify and document a participant's academic readiness, learning progress, skill acquisition, occupational readiness and/or educational needs.

Registered Apprenticeship – A registered apprenticeship is a national training system that combines paid learning on-the-job and related technical and theoretical instruction in a skilled occupation. An apprentice able occupation is one which is specified by industry and which must: a. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning; b. Be clearly identified and commonly recognized throughout an industry; c. Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and d. Require related instruction to supplement the on-the-job learning.

Work Experience – A work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.

Occupational Skills Training – Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Individual Training Account (ITA) – Training services, as deemed appropriate, are provided through either a training contract or individual training account, or a combination of both. The type of training a participant is enrolled into distinguishes when an ITA must be used.

OFFICIAL SIGNATURE

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