



Local Operating Procedure

SECTION: Operations/Case Management	PROCEDURE#: LOP06	PAGE 1 of 3
TITLE: WIOA Adult & Dislocated Worker Individual Employment Plan	EFFECTIVE DATE: July 1, 2025 Revised from version dated: 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) and Objective Assessment Summary (OAS).

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. Also, an Objective Assessment Summary must be created in Employ Florida which includes an assessment of the academic level, occupational skill level, support service needs and strengths of the participant.

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.

a. IEP

CSNCFL will establish an Individual Employment Plan (IEP) for each participant in the WIOA Adult and Dislocated Worker program. The provision of individualized career services must be based on the employment needs of the participant and documented in an IEP, as appropriate. The IEP is a negotiated agreement between the participant and the program detailing what the participant will do to obtain/return to employment and what the program will do to support the participant's efforts. The IEP is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the stated employment goals. The IEP must include at least one short term goal (less than one year in duration) and one long term goal (one year or longer in duration). Staff must work with the participant to outline the steps necessary to achieve each goal. The IEP must address any barriers that may prohibit the participant from achieving the goals.

If the participant has an existing IEP in Employ Florida, staff must determine if the IEP is still active and work with the program partner who created the existing IEP to determine if the plan should be closed or will require joint coordination. An IEP that is coordinated across multiple programs requires constant communication between the career center staff and partner program staff to maximize the effectiveness of the plan and prevent the duplication of services.

The IEP must be created using the Employ Florida IEP/Service Strategy wizard. If there are instances where the system is not available (i.e. system disruptions/outages), then LWDBs may use locally created IEPs, given the document contains the same information as the system-generated IEP. Additionally, staff must update the system as soon as it is available but no later than 15 days from the date the service was provided. Instructions on how to create an IEP using the Employ Florida IEP/Service Strategy wizard are available in the Virtual OneStop® User Guide for Staff, Section 4: Individuals - Case Management. The IEP must be printed and signed by both the participant and staff. A copy of the IEP must be retained in the participant's file. Staff should provide the participant a copy of the signed IEP.

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

b. Objective Assessment Summary

The Objective Assessment Summary (OAS), which is a documented evaluation of the academic and occupational skills, career interests, personal needs, and developmental needs of the participant, is a crucial tool that helps staff and participants make informed decisions. The OAS must include a review of prior work experience; aptitudes for both traditional and nontraditional careers; academic history; basic skills; work readiness, and barriers to employment. Staff must document any formal or informal assessment and/or testing used to gauge an individual's current knowledge, skills and abilities.

The OAS wizard in Employ Florida must be fully completed by staff for program participants. Should there be instances where the system is not available (i.e. system disruptions/outages), LWDBs may use other assessment tools, given the chosen assessment tool contains the same information as the system-generated OAS. Additionally, staff must update the system as soon as it is available but no later than 15 days from the date the service was provided.

When a participant completes the background wizard and/or resume' builder, some of the participant's information will automatically populate into the OAS. As a result, limited information will need to be inputted to complete the OAS. Staff must review the results of the OAS with the

participant to make certain the information was accurately documented.

Participants enrolled in or receiving services from a partner program may already have a previously completed OAS in Employ Florida. A new OAS is not required if the OAS was completed within the last six months. If the participant has an open OAS, then staff must work with the partner program and update the OAS to incorporate new components.

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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