

Individual Employment Plan/Individual Service Strategy Policy

This policy establishes the requirement for WIOA Title I program services contractors to develop an Individual Employment Plan (IEP) for eligible Adult/Dislocated Worker participants or an Individual Service Strategy (ISS) for eligible Youth participants served through the Northwest PA workforce investment area's PA CareerLink[®] delivery system.

The Workforce Innovation and Opportunity Act (WIOA) and its corresponding regulations require that each local workforce development board provide, as appropriate, career services such as the development of an individual employment plan for adult and dislocated workers to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the eligible participant to achieve employment goals. Also, for eligible youth participants, the local workforce development board must provide career services that ensure the development of service strategies for each eligible participant that identifies an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted, except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program.

The WIOA Title I program service contractor's PA CareerLink[®] case managers must develop the appropriate individual employment plan and/or individual service strategy with the participant, ensuring that both the participant and the case manager sign (authenticate) the document. The case manager must ensure that the individual employment plan and/or individual service strategy identifies appropriate career goals, objectives (actions steps needed to reach the goal), barriers (for those receiving supportive services), and assessment results. The case manager must also ensure that the individual employment plan and/or individual service strategy reflects regular progress updates and/or plan changes. These changes must also be authenticated/signed by the participant and the case manager.

All individual employment plans and/or individual service strategies must be created and edited in CWDS, the state system of record to comply with federal and state regulations, statutes, and policies.

All data must be entered and authenticated (signed) in CWDS 2.0 IEP/ISS screens within 30 days of the creation of the plan and any updates, including plan closures. It is proper PII handling procedure to promptly enter information into CWDS 2.0.

The individual employment plan and individual service strategies will be reviewed during program monitoring to ensure the abovementioned items are included in the IEP/ISS.

REFERENCE

WIOA Section 134(c)(2)(A)(xii)(II)

WIOA Section 129 (c)(1)(B)

20 CFR 678.430(2)

20 CRF 681.320(3)

HISTORY

Name	Date	Rev. Level	Description of Change	Effective Date
Debra O'Neil	01/23/2015	A	Policy approved under new LWIB per state recommendation	2/25/2015
Deb O'Neil	03/15/2017	B	Update language for WIOA	06/09/2017
Susan Richmond	5/26/2022	C	Update language based on new state guidance	07/08/2022