



Missouri Division of Workforce Development • Missouri Department of Economic Development

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT...

DWD Issuance 18-2017: Statewide Individual Employment Plan Development Policy

(January 16, 2018)

Last Updated: May 2020

Q: Does the EP have to be signed by the participant?

A: OWD does not require EPs to be signed. However, some programs or local policies may require this and must be followed accordingly. If an EP is printed and placed in the participant's file it must be signed, otherwise, it is considered an incomplete document.

Last Updated: June 2018

Q: Should an EP ever be closed?

A: The **ONLY** time an EP should be closed is if the participant **NO LONGER REQUIRES JOB CENTER SERVICES. This would include closing the EP in the process of preparing a record for exit. At which point, the EP would be closed and the Closure Tab would be completed.**

Q: Does the participant have to find employment identified in their Long-term goal in order for their goal to be closed?

A: No, the goal can be closed regardless of the employment field if the participant feels the original long-term goal is no longer needed.

Q: Does the staff person who created the goal/objective have to be the one who closes the goal/objective?

A: NO. Any staff can close an achieved or invalid goal/objective.

Q: Is an EP required for RESEA?

A: Yes. However, there is one exception. If the participant indicates that they will be starting employment in the immediate future, then an EP is not required. Staff must document the Employer and the start date.

Q: Is an EP required for RJS?

A: Sometimes, if a participant wants or needs more intensive services, then “yes” you should complete an EP.

Q: How many goals are required?

A: There must be one long-term goal which is always employment related and justified by LMI information. There must also be one short-term goal which is either employment or training related that must be justified (see below).

Q: How is a goal justified?

A: Goals are justified by assessing the participants’ needs and job skills, explaining the skills gap (see below), and identifying any barriers to employment.

Q: What is a skills gap?

A: In other words, “why does the participant need Job Center assistance in achieving their goals?” The skills gap is comparing the skills of the participant to the skills desired by a perspective employer.

Q: Is there always a skills gap?

A: No, in some instances, like RESEA, there might not be a skills gap, especially if the participant wants to keep doing similar jobs as they had in the past. It must be listed that this participant does not have an identified skills gap. **All WIOA TRAINING** participants **must** have a skills gap. Otherwise, there is no need to pay for their funding.

Q: Is an intermediate goal required?

A: No.

Q: Are objectives required and what are they?

A: Yes they are required, and they are the “steps” that the participant will need to take in order to achieve their short-term goal. Objectives are usually tied to the short-term goal.

Q: How many objectives are required?

A: At least one, but the exact number of objectives really depends on the participant and their goals.

Q: When should an EP be updated?

A: The EP should only be **updated when the participant is present**, and it should be based on the participant’s new goals. **DO NOT** create a new EP and do not delete the existing goals. Staff should close the existing goals and objectives and then open new goals and objectives.

Q: What is required when the EP is used as the WIOA Youth's ISS?

A: If it is your area's policy to use the EP as the Youth's Individual Service Strategy (ISS), the EP **must** follow this policy and **must** address every barrier identified on the Objective Assessment (OA) either with goals or objectives and it **must** identify a career pathway.

The following examples provided are just that: examples. The EP is not a place to copy and paste. Every EP should be different, because every participant is different and has different goals.

What are some good short term goals?

- Complete CDL training
- Complete LPN training
- Find employment in my field
- Find suitable employment with self-sustaining wages
- Obtain entry level position to gain work experience or new skills

What are some good long term goals? The participant should answer this question in their own words, and it should lead to a career pathway. In other words, what job would they ultimately like to have?

- RN
- Supervisor at a manufacturing plant
- OTR Truck Driver
- Welder
- Tool and Die Maker
- Office Manager

What are some good Employment Plan Objectives?

- Complete System Resume
- Submit 5 job applications
- Attend a workshop
- Complete Occupational Training
- Complete OJT training
- Attend AEL and pass HiSet exam

What are some good Employment Plan justifications? The justification should explain skills gap and any barriers to employment.

- Participant has warehouse experience, but lacks the computer skills required by new employers. *(if goal was to find employment in their field)*
- Participant has a long history of employment, but is now unemployed. Participant lacks resume, interview skills, and experience applying for jobs, but has all the skills necessary to do the job successfully. *(if goal was to find employment)*
- Participant has CNA experience but needs LPN degree in order to make more money *(if goal was short-term training)*
- Participant wants to be a plant supervisor, but lacks the necessary years of production work *(if goal was to obtain entry level position).*

Barriers to employment could include:

- Lack of transportation
- No high school diploma
- Offender or Medical reason- Enter "barrier identified, see confidential file"
- Lack of steady work experience

Please direct all questions or comments regarding the Issuance or this FAQ document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

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