



Missouri Division of Workforce Development

DWD Issuance 05-2015

Issued: August 25, 2015
Effective: August 25, 2015

Subject: Statewide Individual Employment Plan Development Policy

1. Purpose: This Issuance defines the common data required in an Individual Employment Plan (IEP) for the Division of Workforce Development's (DWD) information-management system.
2. Background: DWD's Programmatic Monitoring Reviews and the U.S. Department of Labor's (USDOL) Reviews show a necessity to establish clear and consistent statewide requirements for all IEPs.
3. Substance: This is a comprehensive guide for Missouri Job Center (MJC) staff on required elements in the development of IEPs. This Issuance derives from the Workforce Innovation and Opportunity Act (WIOA) and USDOL guidance.
4. Action: This policy is effective immediately. Each MJC and Local Workforce Development Board (LWDB) shall incorporate this policy into its daily operations.
5. Contact: Direct questions or comments about this Issuance to Steve Reznicek, Manager, Compliance and Monitoring, by telephone at (573)522-3015 or by email at steve.reznicek@ded.mo.gov.
6. Reference: WIOA (Pub. L. 113-128, July 22, 2014)
DWD Issuance 11-2010 dated February 25, 2011: Statewide Service Note Policy
7. Rescissions: This Issuance/guidance supersedes and replaces DWD Issuance 06-2013 dated August 20, 2013: Statewide Employment Plan Development Policy, August 20, 2013.
8. Attachments: Missouri Division of Workforce Development Employment Plan Policy and Procedures.

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**Missouri Division of Workforce Development Employment Plan
Policy and Procedures
August 25, 2015**

The Individual Employment Plan (IEP) is an individualized career service that the participant and the case manager/career planner develop jointly. The IEP is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals (20 CFR 680.180, as proposed). The IEP also includes information on eligible providers of training services and career pathways to attain career objectives [Workforce Innovation and Opportunity Act (WIOA) sec. 134(c)(2)(A)(xii)(II)].

Each program administered through the Missouri Job Center (MJC) has different rules, regulations, requirements, and performance measures. Each career planner must follow the requirements of each program and other State, Division of Workforce Development (DWD), regional, and/or MJC policies.

IEP Development

Development of an IEP, including assessments and required case-management services, is required before a participant can receive:

- A training service under the WIOA program.
- One of the three Career Services that involve the direct allocation of WIOA funds (Out-of-Area Job Search Assistance and Relocation Assistance; Internships and Work Experiences; or Supportive Services).
- A Trade Adjustment Assistance enrollment.
- A Trade Act-specific service or a waiver under the Trade Act program.
- Worker Profiling Reemployment Services - intensive services.

At a minimum, the IEP must contain:

- The O*NET® code of the participant's employment goal.
 - The O*NET® code connects participants to job orders.
 - This must match the Labor Market Information (LMI) in the Justification section (see below).
- Measurable participant goals.
 - The goal must include both short-term (training or employment) and long-term (employment) goals to clearly document the career pathway identified for the participant.
 - This must include the steps required to meet the goals listed, and required training components (remedial, pre-requisites, skills, On-the-Job Training [OJT], etc.).
- The Justification why the short-term and long-term goals are appropriate for the participant:
 - This must be based on assessment information, an interview with the participant, and skills obtained from previous employment.

- This must include an explanation of the skills gap the plan is designed to overcome.
- This must include LMI showing an “in-demand industry sector or occupation” as defined in WIOA sec. 3(23).
- This must include barriers to employment and/or participant needs, if applicable.

Training-related plans are for participants who lack marketable skills and/or have educational or other types of barriers identified. Employment-related plans are for participants who have credentials or marketable skills necessary to obtain suitable/sustainable employment.

When the IEP is used as a Youth’s Individual Service Strategy (ISS), it must be based on the results of the Youth Objective Assessment, be linked to one or more of the WIOA performance indicators, and it must identify an appropriate career pathway.

Training-Related IEP Examples

Long-Term Goal: To become a Licensed Practical Nurse (LPN).

Short-Term Goal: Obtain High School Equivalency, attend pre-requisite courses, and be accepted into and attend the LPN program at Lincoln University.

Justification: The Missouri Economic Research and Information Center (MERIC) lists LPN as a Grade B occupation. Many job orders are currently open in this field. Participant’s assessment scores show that she is prepared for training and her interest in a medical-related field is verified through her aptitude test.

Long-Term Goal: To become a Truck Driver.

Short-Term Goal: To receive a commercial driver’s license (CDL) through Truck Driver training at Capital CDL Training.

Justification: Participant meets all educational and physical requirements to participate in CDL training. The participant has operated a variety of equipment in the past, and he has a school bus driver endorsement on his license. Truck driving is an in-demand occupation in this region—per MERIC.

Long-Term Goal: To become a Machinist.

Short-Term Goal: To be accepted to and attend Machinist school at Missouri State Technical College and to receive a Machinist Certificate in Missouri.

Justification: The participant previously worked in a shop owned by his mother. MERIC lists Machinist as a Grade B occupation in the Central Region. Participant currently has no transportation and needs Supportive Services.

Work-related IEP Examples

Long-Term Goal: A career in manufacturing with potential for advancement.

Short-Term Goal: Find employment in a manufacturing plant.

Justification: The participant has worked in the Ford assembly plant for 15 years and has now requested to relocate to another Ford facility outside of Missouri, if needed, for employment. If re-employment with Ford is not possible, the participant will use his years of experience in a different plant. LMI shows advanced manufacturing as an in-demand industry. There are no current barriers or needs.

Long-Term Goal: A stable career within the Heating, Ventilation, and Cooling (HVAC) field.

Short-Term Goal: Find employment through OJT with Rogers Incorporated in HVAC field as a facility-maintenance worker.

Justification: The participant has an HVAC certificate, and LMI shows many openings in the Central Region. Rogers Incorporated plans to retain participant after OJT completion. Participant will require Supportive Services in order to participate in the training.

Long-Term Goal: Gain employment with state or local government in Accounting.

Short-Term Goal: Obtain employment in Accounting to gain experience.

Justification: The participant has attained her Associate Degree in Accounting; however, she does not currently have any experience in the field. MERIC shows Bookkeeping and Accounting as a growing occupation (Grade B).

Long-Term Goal: Become certified and employed as a Medical Coder.

Short-Term Goal: Obtain a job in the medical field making at least \$15 per hour.

Justification: Participant will no longer require public housing and will be able to provide income for his family. Medical Coder is a Grade B occupation in MERIC, and there are several job openings in the state job bank. Participant's assessments and aptitude test show that he is prepared for a career in the medical field.

Additional Information

The IEP allows staff to present general information about the participant's training and/or employment goals on the Employment Plan tab. There must be Service Notes with detailed information about the goals, experience, current work status, skill gaps, education, etc. (Please refer to DWD Issuance 11-2010: Statewide Service Note Policy, August 20, 2010, for additional guidance.)

Modifications of an IEP require the agreement of the career planner (or MJC staff) and the participant. If employment or training goals change (due to new skills or aptitude discovered during training), the IEP must be updated and amended—not create a new IEP. Service Notes must contain details documenting the changes and explain the reasons for the changes.

If there is a program requirement that the participant must sign the IEP, the original is kept in the participant's paper file (hard file), and a copy is given to the participant.

Worker Profiling requires the electronic IEP record to be retained for one (1) benefit year.

Barriers and/or needs may prevent the participant from obtaining employment or participating in training. Appropriate action includes solutions such as Supportive Services, needs-related payments, workshops, referrals to partner agencies for assistance with childcare, transportation, counseling, etc. The ISS must be included for WIOA Youth. The IEP must document this information with details in Service Notes.