



Missouri Division of Workforce Development
DWD Issuance 18-2017

Issued: January 16, 2018
Effective: January 16, 2018

- Subject:** Statewide Individual Employment Plan Development Policy
- Purpose:** This Issuance defines the common data required in an Individual Employment Plan (EP) for the Division of Workforce Development (DWD) statewide electronic case-management system. It supersedes and rescinds previous guidance.¹
 - Background:** DWD's Programmatic Monitoring Reviews (PMR) and U.S. Department of Labor's (DOL) Reviews recommend clear, consistent statewide EP requirements.
 - Substance:** This Issuance derives from specific Workforce Innovation and Opportunity Act (WIOA)² requirements for EPs as a mandatory individualized career service³ and the WIOA implementing regulations.⁴ The **ATTACHMENT** provides a comprehensive guide for Missouri Job Center staff on required elements for the development of EPs.
 - Action:** This Issuance is effective immediately. Each Missouri Job Center and Local Workforce Development Board shall incorporate this policy into operations.
 - Contact:** Please direct questions or comments regarding this Issuance to the DWD Quality Assurances Manager at (573) 522-3015, or email at steve.reznicek@ded.mo.gov.
 - References:** WIOA Sec. 134 [[29 U.S.C. Section 3174](#)].
[DWD Issuance 02-2017](#), "Statewide Case Note Policy," August 11, 2017.
 - Rescissions:** This Issuance supersedes and rescinds DWD Issuance 05-2015, "Statewide Individual Employment Plan Development Policy," dated August 25, 2015.
 - Attachment:** "DWD Employment Plan Policy and Procedures."

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¹ DWD Issuance 05-2015, "Statewide Individual Employment Plan Development Policy," August 25, 2015 [*herein rescinded*].

² Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

³ WIOA Sec. 134(c)(2)(A)(xii)(II) [[29 U.S.C. 3174\(c\)\(2\)\(A\)\(xii\)\(II\)](#)].

⁴ [20 CFR 678.430\(b\)\(2\)](#) and [20 CFR 680.170](#).



Missouri Division of Workforce Development Individual Employment Plan Policy and Procedures

The Individual Employment Plan (EP) is an individualized career service that the participant and the case manager/career planner develop jointly. The EP is an ongoing strategy to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.¹ The EP also includes information on eligible providers of training services and career pathways to attain career objectives².

Each program administered through the Missouri Job Center has different rules, regulations, requirements, and performance measures. Each career planner must follow the requirements of each specific program as well as other State, Division of Workforce Development (DWD), Local Workforce Development Area, and Local Workforce Development Board (Local WDB) policies.

EP Development

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

- A training service under the WIOA program;
- Any 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; *or*
- A [SkillUP](#) enrollment.

At a minimum, the EP must contain:

- A short-term (training or employment) goal;
- A long-term (employment) goal that clearly documents the career pathway;
- Intermediate objectives that will be required to meet the goals listed, and required training components (remedial, pre-requisites, skills, On-the-Job Training, etc.); *and*
- A 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 that the EP is designed to overcome. “Skills gap” is the significant gap between the *skills required* by the employer, and the *current capabilities* of the applicant; *and*
 - This must include barriers to employment and/or participant needs, if applicable.

¹ [20 CFR 680.170](#).

² WIOA Sec. 134(c)(2)(A)(xii)(II) [[29 U.S.C. 3174\(c\)\(2\)\(A\)\(xii\)\(II\)](#)].

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 the marketable skills necessary to obtain suitable/sustainable employment.

When the EP 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.

Additional Information

The EP allows staff to present general information about the participant's training and/or employment goals. There must be detailed Case Notes with information about the goals, experience, current work status, skill gaps, education, etc. (Please refer to the [current Statewide Case Note Policy](#) for additional guidance.)

Modifications of an EP require the agreement of the Missouri Job Center staff and the participant. If employment or training goals change (due to new skills or aptitude discovered during training), the EP must be *updated and amended*—**do not create a new EP**. Case Notes must contain details documenting the changes and explain the reasons for the changes.

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 EP must document this information with details in Case Notes.