

Local Policy 2025-08, Local Workforce Development Area 2 (LWDA2) Individual Employment Plan

Purpose: To establish guidelines for the development, implementation, and management of Individual Employment Plans (IEPs) under the Workforce Innovation and Opportunity Act (WIOA).

Recission: No Recission. This is a new policy.

References:

- WIOA Section 113 – 128
- 20 CFR Part 680
- TEGL 10-16, Change 1
- TEGL 19-16
- Local Policy 2025-02

Change Summary: No change. This is a new policy.

Content:

The Individual Employment Plan (IEP) is a strategic list of goals and objectives designed to assist the participant in overcoming their barriers and achieving their goals. Once developed, IEPs are to be reviewed and updated when an objective has been accomplished, or a goal has been achieved. IEPs should also be reviewed and updated if new objectives and goals are added.

IEP Development

The IEP is a collaborative process between the participant and their case manager, designed to establish a structured approach to achieving employment goals. The Northern Indiana Workforce Board (NIWB) requires at a minimum; the following steps should be followed:

- **Initial Assessment:** Some examples of areas to evaluate include the participant's skills, work history, education, and career interests.
- **Identify Barriers:** Some examples of potential employment barriers include lack of training, childcare needs, transportation issues, and disabilities.
- **Set Career Goals:** Define both short-term and long-term career goals.
- **Plan Required Services:** Identify appropriate services that support the participant in reaching their employment goals.

- **Agreement & Commitment:** Formalize the IEP through mutual understanding and agreement, ensuring both parties are committed to the outlined steps and expectations.

Assessment Tools & Criteria

IEPs are based on a thorough assessment that may include:

- **Skills Assessment:** Tests to evaluate literacy, numeracy, technical skills, and work readiness.
- **Interest Inventories:** Tools like O*NET Interest Profiler to match careers with participant interests.
- **Work History Review:** Analyzing prior jobs and transferable skills.
- **Labor Market Information (LMI):** Ensuring career choices align with in-demand occupations.
- **Barrier Analysis:** Identifying personal or economic obstacles that require supportive services.

Services Provided

The IEP includes services that support employment success, which may include:

- Career counseling and guidance
- Job search assistance
- Skill development and training (classroom or on-the-job)
- Supportive services (e.g., transportation, childcare, work attire)
- Resume workshops and interview prep
- Work experience programs
- Apprenticeships and internships
- Assistance with obtaining industry-recognized certifications

Monitoring & Updating IEPs

IEPs are dynamic and must be regularly reviewed. Case Managers must do the following:

- **Check Progress:** Conduct regular meetings to evaluate goal achievement.
- **Make Adjustments:** Modify goals or services if new needs arise.
- **Track Employment Outcomes:** Ensure the participant moves toward sustainable employment.
- **Maintain Documentation:** Keep accurate records of services received and participant progress.

IEP Compliance & Documentation

To meet WIOA standards, IEPs must:

- Be **documented and stored** in the approved case management system.
- Align with this local policy.
- Include **measurable objectives** tied to employment outcomes.
- Demonstrate that **WIOA-funded services** were used appropriately.

Case Manager's Role

Case managers are responsible for:

- **Guiding Participants:** Helping individuals make informed career and training choices.
- **Coordinating Services:** Ensuring access to education, employment, and supportive services.
- **Monitoring Engagement:** Ensuring participants actively follow their IEP.
- **Reporting Outcomes:** Documenting success in obtaining employment or training completion.

For questions, contact:

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