



## **WIA TITLE I-B AND ARRA PROGRAM MANAGEMENT POLICIES AND PROCEDURES**

### **MEMORANDUM #09-14**

**To:** All WIA Title I-B and ARRA Adult and Dislocated Worker Program Subrecipients

**Subject:** Individual Employment Plan

**Supersedes:** Individual Employment Plan #02-14

**Effective Date:** July 1, 2009

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#### **A. BACKGROUND**

The Workforce Investment Act (WIA) and American Recovery and Reinvestment Act (ARRA) require that all Adult and Dislocated Worker Program participants be provided an assessment and an Individual Employment Plan (IEP). The Individual Employment Plan is a culmination of the assessment and needs to identify the employment goal (including non-traditional employment), appropriate achievement objectives, and the appropriate mix of services.

#### **B. POLICY**

The Individual Employment Plan is an individual plan based on the information provided by the assessment. The IEP serves as the basis for the entire case management strategy. The IEP identifies:

1. The employment goal(s) (including non-traditional employment goals)
2. Appropriate achievement objectives
3. Appropriate services based on assessment
4. Any need for supportive services
5. The sequence and mix of services to be provided

Services identified as needed but not available in the WorkSource Snohomish County system must be documented in the IEP. The IEP does not give legal or entitlement rights for services to participants.

### **C. PROCEDURES**

For the WIA and ARRA Adult and Dislocated Worker Programs, the plan must be documented on the Individual Employment Plan (Attachment A) or a modified version that captures the information required for WIA, ARRA, and Trade Adjustment Assistance. Any information that describes an individual's medical condition or disability must be maintained in a separate file consistent with the Methods of Administration and General Program Management Policies and Procedures Memorandum #\_\_-12, *Data and Information Collection and Maintenance*.

### **D. SITE OPERATOR ROLE**

It is the Site Operator's responsibility to review and approve all registration paperwork, including the Individual Employment Plan, for completeness, accuracy, and internal consistency within 30 days of an applicant's registration into a WIA Title I-B and/or ARRA program. It is the Site Operator's responsibility to ensure that plan in each participant's file is current at all times.