

<b>MARICOPA COUNTY</b>  HUMAN SERVICES DEPARTMENT Workforce Development Division	<b>SECTION/REFERENCE</b> 20 CFR 663.245	<b>PAGE 1 OF 1</b>
	<b>ORIGINAL ISSUE DATE</b> January 2004	<b>REVISION DATE</b> June 2013
	<b>AUTHORIZED BY:</b> Patricia Wallace, Assistant Director	
<b>SUBJECT:</b> Individual Employment Plan		<b>ADDENDA:</b> Individual Employment Plan

**Purpose:**

The Individual Employment Plan (IEP) is a tool to aid customers in making informed decisions, understand roles and responsibilities of the CGS and the customer and to develop a plan leading to employment goals. The IEP is an on-going strategy jointly developed by the customer and CGS that identifies the customer’s employment goals, the appropriate achievement objectives and the appropriate combination of services for the customer to achieve the employment goal.

**Responsibility of:**

Career Guidance Specialists, WIA customer and WIA Program Supervisor as appropriate

**Process Description:**

Development of the Individual Employment Plan (IEP) will begin at the point of entry into Intensive Services. The process will begin with a one-on-one meeting with the customer to review assets and barriers, service options and identify what is required to become self-sufficient. Each IEP must address the following information and will be developed within 45 days of enrollment and entered into Arizona Job Connection (AJC):

- Identify and document career and employment goals; Every IEP must have a **specific** employment goal
- Identify and document factors used to assess individual strengths and weaknesses in achieving the goal
- Identify and document assets, barriers and steps to overcome barriers
- Assessments results
- Gather and provide information about local labor market and career exploration for the participants chosen employment goal, (where they are researching, who they will speak to, how they found information, etc...)
- Provide and document information given regarding training activities
- Gather and document results and outcomes for all activities
- Must include customer responsibility to maintain regular contact with CGS
- Document referrals to other partners/agencies
- CGS and customer sign and date initial IEP. Participant’s acknowledgement of changes may be by phone or email in lieu of signature by participant and must be documented.
- Customer receives a copy, original placed in customer file

Note: Staff may use the primary program’s IEP document when the client is co-enrolled into another partner program.

**Procedures for revisions or updates to the IEP:**

**Note:** Revision is considered major change from the original and needs to be approved by the supervisor

- The IEP will be updated as events occur to assess progress and make changes when necessary.
- Revisions will be noted on the original IEP, initialed by the Program Supervisor and documented in the case notes.