

## Individual Employment Plan (IEP) Policy

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**Approved:** June 14, 2019

**Purpose:** To provide program requirements for Adult (AD) and Dislocated Worker (DW) services under the Workforce Innovation and Opportunity Act (WIOA).

**Policy:** Service Providers shall develop an Individual Employment Plan (IEP) for all Adult and Dislocated Worker participants that details the services and goals for each participant. The IEP must be directly linked to one or more indicators of performance and identify a career pathway which includes education and/or employment goals. The IEP must be completed in the Management Information System (MIS) and updated as needed during participation. A signed copy of the current version of the IEP is required to be in the participant's file.

### References:

SCP 1.8 WIOA Adult Programs Design, Career and Training Services