

Individual Employment Plan (IEP) Policy

Approved: February 2026

Purpose: To establish requirements for the development, documentation, and maintenance of Individual Employment Plans (IEPs) for Adult (AD) and Dislocated Worker (DW) participants served 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 who receive individualized career services and/or training services funded under WIOA Title I.

The IEP must be developed collaboratively with the participant and must serve as a strategic planning document that identifies the participant's employment and training goals, outlines the participant's career pathway, and describes the strategies and planned services necessary to support successful employment outcomes.

The IEP must be directly linked to one or more WIOA performance indicators and must include education and/or employment goals consistent with the participant's individualized strategy.

IEP Content Requirements

At a minimum, the IEP must document:

- the participant's employment goal(s);
- the identified career pathway or career direction;
- relevant participant strengths and barriers to employment;
- planned service strategies to address barriers and support progress toward employment;
- planned education and/or training activities, when applicable; and
- measurable objectives or milestones supporting progress toward employment outcomes.

The IEP must reflect an individualized strategy appropriate to the participant's needs and must support justification of WIOA-funded services provided.

Timing Requirement

The IEP must be completed in the Management Information System (MIS) prior to:

- authorization of WIOA-funded training services; and
- authorization of supportive services associated with participation in individualized career services or training services.

Documentation Requirements

The IEP must be completed in the designated MIS. A signed copy of the current IEP must be retained in the participant case file.

Service Providers must document sufficient case notes and supporting information to demonstrate that services provided are appropriate, necessary, and aligned with the participant's IEP strategy.

IEP Review and Updates

The IEP shall be reviewed periodically and updated when necessary to reflect meaningful changes in the participant's employment strategy, goals, or planned service approach.

IEP updates are required when:

- the participant's employment goal or career pathway changes;
- training is initiated, modified, extended, or discontinued in a manner that changes the participant's strategy;
- significant barriers arise that require a change in strategy or planned services; or
- the planned outcomes or performance-related objectives change.

Routine career services or supportive services that are consistent with the existing IEP strategy do not require a formal IEP revision, provided the services are documented in case notes and are clearly connected to the existing IEP goals and strategy.

Compliance

Failure to develop, maintain, and document the IEP consistent with this policy may result in monitoring findings, corrective action requirements, questioned costs, and/or disallowed costs.

References:

SCP 1.8 WIOA Adult Programs Design, Career and Training Services
TEGL 7-20 TEGL 8-19TEGL 8-20TEGL 39-11