

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

JOHN L. REAMER, JR.
INTERIM GENERAL MANAGER

ECONOMIC & WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: May 1, 2019

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

**SUBJECT: WDS DIRECTIVE NO. 19-19
INDIVIDUAL EMPLOYMENT PLAN (IEP)**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide all WorkSource Centers (WSC) with updated Individual Employment Plan (IEP) documents. Attached is the IEP form to be used to assess Workforce Innovation and Opportunity Act (WIOA) participants.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires that all Adult, Dislocated Worker participants be provided an assessment and an Individual Employment Plan (IEP). The IEP is jointly developed by the Center and the participant, and should reflect the assessment and must identify the employment goal(s), appropriate achievement objectives, and the appropriate mix of services for the participant. The content of the IEP is the road map demonstrating the agreed upon plan of action. It is also used to justify training—which ideally, should be linked to current Local Area demand occupations.

The IEP is an individualized career service plan, under WIOA Section 134(c)(2)(A)(xii)(II), that is developed jointly by the participant and career planner when determined appropriate by the WorkSource Center. The plan is an on-going strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals. The IEP is mutually developed by the WIOA participant and the case manager.

The IEP serves as the basis for the comprehensive case management strategy and identifies:

1. Employment goals, including non-traditional employment goals;
2. Job readiness, specific strengths, and identified deficiencies;
3. Appropriate achievement objectives;
4. Appropriate services based on assessment
5. Assessment of individual's financial, social and/or supportive service needs; and,
6. Sequence and mix of services to be provided.

The IEP also documents the services provided to the individual. If changes in the employment goals and/or services occur, the IEP must be updated to reflect those changes.

REQUIRED ACTION

Effective immediately, WorkSource Centers must begin to use the new IEP documents attached to this directive. Additionally WSCs must ensure that IEPs in participant files remain current at all times.

Furthermore, if medical and/or disability-related health information is disclosed, the WSC must use the "Please Refer to Confidential File" check box in the IEP form under the heading, *Barriers to Career Goals, Support Related*. Personal and confidential medical information which pertains to disability-related health information, medical diagnosis, or perception of a disability related to the individual (including past history of substance use/abuse disorder) must be kept in a separate locked file and apart from working files. This information must not be included in the WIOA participant file.

The WIOA participant's Limited English Proficiency (LEP) status and preferred language must be collected, recorded, and treated as confidential information.

WDS CONTACT

If you have any questions or require further information, please contact your Program Monitor.

GR:DB:RC:cg

Attachment: Individual Employment Plan Form