



**Adult and Dislocated Worker
Individual Employment Plan / Training Plan (IEP/TP) Policy
Approved March 12, 2021**

REFERRAL:

Adult and Dislocated Worker Individual Employment Plan / Training Plan (IEP/TP) Procedure

POLICY:

An individual Employment Plan/Training Plan (IEP/TP) must be created for every customer who qualifies as an Adult or Dislocated Worker under WIOA.

An IEP/TP creates a justification for training with the following criteria:

1. The customer's occupational goal(s);
2. The labor market outlook for the customer's goal(s);
3. Summary of the customer's existing skills, which may include:
 - a. Transferable and occupational skills, including those gained from hobbies or volunteer work
 - b. Interests, work values and aptitudes can be highlighted if appropriate to the employment goal identified
4. Summary of customer's skills gaps, remedial education, and supportive service needs;
5. The justification for the training program or provider;
6. The action plan including but not limited to:
 - a. Referrals to training and supportive services (including needs-related payments)
 - b. Start and anticipated completion dates for each action step identified.