

Criteria for Completing an Effective Development Plan: WIOA-DW/TAA Individual Employment Plan

Does the Individual Employment /Training Plan include...?	YES	NO	COMMENTS/NOTES
1. Title and Description of the Individual Employment/Training plan.			Description section should include a summary of the plan and overall sequence of necessary steps to successfully meet the stated objectives and goals of the plan. Benchmarks should be identified on the plan: a) maintaining satisfactory progress and b) scheduled to complete training within the scheduled timeframe.
2. A current assessment highlighting reading and math skills or other assessment information from a partner agency or training facility.			TABE or Placement test, Graduate Record Exam (GRE) or Entrance Exam information should be accessible in the MIS system. If testing is waived, a detailed explanation should be documented in the notes section of the MIS system.
3. Career Goals and Objectives.			Specific short-term and long-term goals are identified once a comprehensive assessment has been completed. O'Net Codes in targeted occupations or industries should coordinate with the training plan and goals prior to the implementation of the plan. Comments section of the plan includes a back-up goal and plan of action if the initial goal cannot be attained.
4. Co-enrollment WIOA-DW/TAA services.			All required WIOA/DW and TAA services should be checked and included in the printed employment/training plan. Relevant services are added to the plan on an on-going basis throughout the course of the plan.
5. Referral Information.			All referrals to partner agencies, training facilities are listed and included in the printed employment/training plan.
6. Modifications to the Individual Employment/Training plan.			Individual Employment/Training plans are updated to reflect changes to the plan and successful completion of training.
7. Licenses/Certifications Work History/Education			Individual Employment/Training Plans reflect current information on all licenses/certifications. Work history and educational history are documented and updated when necessary.
8. Signature			Review and verify all required information. Print Employment/Training plan for signatures of TAA Participant/TAA case manager. Electronic signatures are acceptable.

UPON COMPLETION OF THE INDIVIDUAL EMPLOYMENT/TRAINING PLAN, A FINAL COPY OF THE PLAN SHOULD BE IMAGED INTO THE MIS SYSTEM!