# EMPLOYMENT PLAN

Employment Plan:
- Identifies the desired services of the One-Stop system and develops an action plan.
- Should include an array of options for the participant in order to make informed decisions and select the appropriate services to best enable the participant to seek and retain long-term self-sufficient employment.
- Is developed based on assessment results and in conjunction with an individual.
- Is evolving with the participant's needs and achievements.

Employment Plan provides:
- Accountability of participants and DLR Employment Specialists.
- An employment goal with a plan to help the participant achieve this goal. A visual road map for the participant.
- Guidance and feedback from DLR staff.
- Recognition of short-term goals to improve a participant's confidence in their abilities.
- Increased engagement in long-term goals.
- Objectives to assist an individual in overcoming their employment barriers.

## REQUIREMENTS

The Employment Plan should be revisited on a regular basis and amended when additional needs are identified, or goals are achieved.

The Employment Plan can be recorded using the SDWORKS Employment Plan template in the SDWORKS system or the WIOA Manual Employment Plan Form 9. All Employment Plans must be signed, provided to the participant, and uploaded to the SDWORKS document management system (see Document Management Policy 8.20).

### *Goals*
The description of each **goal** should be brief. Additional details can be added in the text box when establishing a goal. The term of a goal can be identified as long-term (12+ months), intermediate (3-12 months), or short-term (0-3 months). A goal is based on the individual's desires. DLR staff can guide an individual through the goal setting process based on assessment results, labor market information, career pathways, weighing pros and cons, etc. with a participant.

When using the SDWORKS Employment Plan, all goals created under the Employment Plan should have the "Title I – Workforce Development" selected for the program affiliation.

### *Objectives*
The **objectives** break down the goal into the steps to achieve it. Effective objectives will include dates for achievement and identify a responsible individual. The objective in the SDWORKS version is brief, but additional notes can be added in the text box when establishing an objective.

## SPECIFIC PROGRAM REQUIREMENTS

With signed authorization from the participant on the Release of Information (Form 1), the Employment Plan can be shared amongst Integrated Resource Team (IRT) members or One-Stop Career Center partner agencies. If a participant already has an Employment Plan in place, created by a partner agency, this may be uploaded into the document management system and utilized to guide the program services and activities.

### *Adults, Dislocated Workers, and Trade Adjustment Assistance*
All WIOA Title I Adults and Dislocated Workers, and Trade Adjustment Assistance (TAA) participants must have a completed Employment Plan outlined in the SDWORKS (either using the system-based plan withing SDWORKS or using WIOA Manual Employment Plan Form 9 within 60 days of their eligibility determination, unless a partner plan has been established and updated in the participant's SDWORKS file.

### Youth

As part of the enrollment process, all WIOA Youth must have an Employment Plan prior to receiving one of the 14 youth service elements and becoming a participant in the WIOA Title I Youth Program. Specific requirements for the Employment Plan related to Youth Incentives can be found in Youth Services Policy 5.7.

### Temporary Assistance for Needy Families

Temporary Assistance for Needy Families (TANF) participants must complete a Roadmap as a requirement of work participation for this partner program. A separate Employment Plan is not needed for WIOA Title I Enrollment. Rather, the Roadmap can be used in lieu of an Employment Plan as both plans are accomplishing the same goal.

### Supplementary Nutrition Assistance Program Employment & Training

Supplementary Nutrition Assistance Program Employment & Training (SNAP E&T) participants are co-enrolled into Title I and will complete an Employment Plan as required by the appropriate Title I program.

### Jobs for Veterans State Grant

The employment plan for an eligible veteran or eligible person must address services to assist the individual in overcoming self-attested employment barriers identified in the Objective Assessment and state an overall employment objective.  Consistent contact with the veteran will be maintained to ensure compliance with the employment plan and to determine if any additional barriers or individual goals need to be added to the employment plan. If the veteran has other employment plans from other DLR programs or other non-DLR providers, the employment plan will be adjusted to work in conjunction with the other plans so that duplication efforts are avoided.

### Senior Community Service Employment Program

Senior Community Service Employment Program (SCSEP) participants must have a completed Employment Plan stating their Employment Goals. The Employment Plan is based on the results of the assessments and provides the framework for the community service assignment descriptions. This plan lists specific goals and the action steps necessary to achieve those goals within specific time frames. The Employment Plan will be reviewed and revised minimum of two times per year. This Employment Plan should be completed in conjunction with other programs and not duplicative. A separate Employment Plan is not needed for WIOA Title I Enrollment.

*WIOA Law §129(c)(1)(B) & 134(b)(2)(A)(xii)(II)*
*20 CFR §681.420 & §678.430*
*WIOA Participant Individual Record Layout*