EMPLOYMENT PLAN

Assessment information must be documented to eliminate duplication by other DLR staff or the participant.

INDIVIDUAL EMPLOYMENT PLAN REQUIREMENTS

An Employment Plan identifies the desired services of the one stop system and develops an action plan. An Employment Plan should include a full array of options for the participant from which program staff, together with the participant, makes informed decisions and select the appropriate services, which will best enable the participant to seek and retain long-term self-sufficient employment.

The description of the goal is 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).

The objectives of the Employment Plan break down the larger goal into the steps to reach the goal. The objective in SDWORKS is brief, but additional notes can be added in the text box when establishing an objective. Effective objectives will include dates for achievement and identify a responsible individual.

The Employment Plan should be revisited on a regular basis and amended, as appropriate, when additional needs are identified or goals are achieved. When new goals or objectives are added, the Employment Plan should be signed by the participant. Benefits of an Employment Plan include:

- Increases accountability of participants and DLR Employment Specialists.
- Provides concrete goals with a plan of achieving them.
- Provides a visual road map for the participant.
- Allow employment specialists to provide specific guidance and feedback.
- Achievement and recognition of short-term goals may improve a participant’s confidence in their abilities.
- Increased engagement in long-term goals.

Employment Plans must be developed based on assessment results and in conjunction with a job seeker. An employment goal is based on the job seeker’s desires. It is not an employment specialist’s role to tell an individual their goal is not acceptable. It is an employment specialist’s role to guide a job seeker based on assessment results, labor market information, career pathways, weighing pros and cons, etc. with a participant.

With signed authorization from the participant, an Employment Plan can be shared amongst Integrated Resource Team members and/or One Stop 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.

Wagner-Peyser
For Wagner-Peyser participants, the Employment Plan is informal. It identifies job search planning strategies, including the necessary steps and timetables to achieve employment in a specific occupation, industry, or geographical area. This plan should be described in case notes. The Job Search Planning service should be entered.

Adults, Dislocated Workers, and Trade Adjustment Assistance
All WIOA Adult, Dislocated Workers, and Trade Adjustment Assistance (TAA) participants must have a completed Employment Plan outlined in the SDWORKS case management Profile under the Plan Tab within 60 days of their eligibility determination, unless a partner plan has been established and updated in the participant’s SDWORKS file. All goal(s) created under the Employment Plan should have the “Title I – Workforce Development” selected for the program affiliation.
The Employment Plan should be reviewed and updated with the participant frequently. All Employment Plans must be signed, provided to the participant, and uploaded to the SDWORKS document management system. The Individual Employment Plan service should be entered when new goals are established.

**Youth**

As part of the enrollment process, all WIOA Youth must have an Individual Employment Plan prior to receiving one of the 14 youth service elements and becoming a participant in the WIOA Youth Program. All goals created under the Employment Plan should have the “Title I – Workforce Development” selected for the program affiliation.

The Employment Plan should be reviewed and updated with the participant frequently. All Employment Plans must be signed, provided to the participant, and uploaded to the SDWORKS document management system. The Individual Employment Plan service should be entered when new goals are established.