

Category: Intensive Job Search		Activity Code: IOO	Start/End Date:
Objective: Barrier to be addressed			
Activities:			
Results (Expected:)			
Results (Occurred:)			
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Participant's Agreement To This Plan: I have participated in the development of this employment plan and I agree to participate in the activities described in this plan and future modifications. I understand that the services described in this plan shall be provided on the basis of available funding and maintaining satisfactory progress.

Participant's Signature _____

Date _____

Case Manager's Signature _____

Date _____

Individual Employment Plan Guide

The following list is a compilation of areas that a W.I.A. counselor might want to use in the development of an Individual Employment Plan. It is not meant to be exclusive to additional areas that need to be addressed in a customer's Plan.

Core Services:

Orientation to System
Goal Setting
Career Planning
Job Search and Placement Assistance
Review of Available Services
Follow-up Services (post placement)
Core Service Modules

Intensive Services:

Group Counseling
Short Term Pre-vocational Training
Vocational Training less than 24 hours in length
Out of Area Job Search
Literacy Activities/ABE/GED/ESL
Assessment of Holistic Needs, e.g.; housing, transportation, nutrition, health, or family relations
Consumer Reports Review
Financial Assessment
Labor Market Research

Training Services:

Occupational Skills Training
On-the-Job Training
Workplace Training
Skills Upgrading/Retraining
Entrepreneurial Training
Job Readiness Training (not listed under Intensive Services)
Adult Education and Literacy Activities (combined with training or workplace training)
Customized Training

M.I.S. Codes:

JBS Job Search Activities
CSO Core Services not Elsewhere Classified
IOO Other Intensive Services
OST Classroom Based Occupational Skills Training
OCT Combined Classroom and Work Based Training
NOS Occupational Skills training paid by a source other than W.I.A.