

## Department of Labor

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# New York State Workforce Development System Technical Advisory #09-17.1 February 4, 2015

**To:** Workforce Development Community

**Subject:** Individual Employment Plans/Training Plans for WIA Participants in Training

## Purpose

To establish New York State policy that an Individual Employment Plan/Training Plan (IEP/TP) must be created for every customer entering training, provide guidance on the use of IEPs/TPs to justify and plan training and outline minimum criteria for an IEP/TP.

This TA rescinds and replaces TA#09-17, dated October 2, 2009.

## Policy

An IEP/TP must be created for every WIA participant as a justification for training. The attached sample form can be used as the IEP/TP. This form may be used as is, or it may serve as a guide for a local area to develop their own IEP/TP format. If a local area wishes to design its own form, it must incorporate the following minimum criteria:

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

Additional information may be added as desired. Local areas may want to encourage customers to complete the IEP/TP with staff to demonstrate that they have synthesized their assessment, career guidance and labor market information. A signed IEP/TP, such as the one attached, should be provided to the customer to serve as a reminder of their status and need for training.

## **Background**

Guidance on initial assessment can be found in [TA #08-4.2](#)

An IEP/TP serves as a record of the justification for training, as well as making the justification explicit.

Note that the TAA Employment Plan provided in TA #04-06 meets the criteria outlined for an IEP/TP described in this TA, therefore, TAA training applicants using the TAA employment plan will not need a separate IEP/TP completed.

Additionally, participants enrolled under Section 599 will not require a separate IEP/TP since the application for the 599 program requires information equivalent to what NYSDOL is requiring for an IEP/TP.

## **Attachments**

A. Sample Training Justification and Action Plan