



ADMINISTRATIVE BULLETIN NO. 06A

TO: WIA ADULT CONTRACTING AGENCIES

SUBJECT: INDIVIDUAL EMPLOYMENT PLAN  
(SKIES)

EFFECTIVE: JULY 1, 2009

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I. BACKGROUND:

The Workforce Investment Act requires that an Individual Employment Plan (IEP) be developed and available for each participant registered and qualified to receive Workforce Investment Act (WIA) intensive and training services.

II. POLICY:

For participants entered into SKIES, the Employment Plan equals the IEP.

An IEP will be developed at the time of registration for each WIA participant to identify employment goals, appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. The IEP will be revised when there is a change in the employment goals and/or services.

Local Labor Market information will be taken into consideration in the development of the IEP. A list of occupations and skill sets that are in demand or decline in the South Central WDC region will be posted on the South Central website [www.southcentralwdc.com](http://www.southcentralwdc.com).

The IEP must include an assessment of the person's job readiness, specific employment and training needs and specific strengths and deficiencies. The IEP will include an assessment of the person's financial, social and/or supportive needs and provide the justification for all services to be given.

The IEP will describe what Core Services have been provided.

The Workforce Investment Act provides for three levels of service: core, intensive and training with service at one level being a prerequisite to moving to the next level. These are discussed in the appropriate bulletin.