

**YOUTH ADMINISTRATIVE BULLETIN NO. 6
CHANGE 1**

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: INDIVIDUAL SERVICE STRATEGY

EFFECTIVE: July 1, 2008

I. BACKGROUND:

The Workforce Investment Act Section 129 (c)(1)(B) and Federal Regulation 664.405 (a)(2) require that all youth participants be provided an Individual Service Strategy (ISS) which identifies the participant's educational goals, employment goals (including, when appropriate, non-traditional employment), appropriate achievement objectives and the appropriate mix of services, taking into account the information documented in the Objective Assessment.

II. POLICY:

The ISS is a distinct plan designed specifically for the individual and based on the information obtained during the Objective Assessment. The ISS will serve as the basis for the entire case management service strategy and as a guide for delivery of appropriate services. The ISS will identify and document:

1. The educational goal(s) of the participant
2. The employment goal(s) of the participant (including, when appropriate, non-traditional employment goals)
3. Appropriate achievement objectives for the participant
4. Appropriate services, the sequence and mix of the services, and justification for the services to be provided
5. Any referral(s) to other services/programs and justification for such
6. Services needed, but not available in the Local Workforce Investment Area

The Individual Service Strategy should be recorded in SKIES according to the attached Individual Service Strategy Instruction, which is designed to ensure that all of the components of the ISS are documented and recorded appropriately. Any subsequent revisions to the ISS should also be recorded in SKIES according to the attached Instructions.

The ISS does not give legal or entitlement rights for services to participants.

Attachment: 1. Individual Service Strategy Instruction