

South Central Workforce Council

Individual Service Strategy Instruction

The participant's Individual Service Strategy should be recorded in SKIES by insuring that the following screens (**bolded**) are completed (See the SKIES Manual for further details):

Job Seeker

- Service(s) Plan

- **Service(s) Plan tab**

- The *Justification Text Box* is the most critical element regarding the OBJ/ISS. The information in this box is essential as it constitutes the key documentation of the Individual Service Strategy. In the *Justification text box*, enter a comprehensive narrative that details the plan of service being offered to the applicant. Include the applicant's educational and employment objectives; the specific components and activities the applicant will be participating in; the anticipated goals and outcomes of such components and activities; specific supportive needs and supportive services to be provided; referrals to outside resources; the justification for all activities, services and/or referrals; services needed that are not available in the Local Workforce Area; and any other information that is pertinent to the participant's plan of service.

- **Services tab**

- **Plan Summary tab**

- Print the Service(s) Plan, have applicant sign, parent or guardian sign (if necessary), and case manager sign.

NOTE: Do not change, revise, delete, or edit entries in this section once the Service(s) Plan has been printed and signed. Additional entries may be made; however, each additional entry MUST BE DATED, and if the entry indicates a change to the plan that affects the scope of services or the educational or employment objectives, a plan revision is required (see below).

PLAN REVISION:

Job Seeker

- Service(s) Plan

- **Service(s) Plan tab**

– In the *Justification text box*, enter AND DATE the revision to the plan along with the reason(s) for the revision.

– **Plan Summary tab**

- Print the revised Service(s) Plan, have applicant sign, parent or guardian sign (if necessary), and case manager sign.