



INDIANA
WORKFORCE
DEVELOPMENT

FORMAL COMMUNICATION

TO: Regional Operators
Indianapolis Private Industry Council
Directors of Operations for Northern & Southern Indiana
All WorkOne Integrated Staff

FROM: Dale Wengler *DW*
Deputy Commissioner, Policy and Field Operations

DATE: January 23, 2008

**Technical Assistance Bulletin
TAB 2007-07
Individual Employment Plans**

Content

Two items concerning individual employment plans are being revised:

1. DWD Policy 2007-11 provides Indiana Department of Workforce Development's policy on assessment and case management processes. The policy indicates that "all adults and dislocated workers enrolled in the Workforce Investment Act or Trade Adjustment Assistance program must have an individual employment plan developed while they are enrolled in intensive services." This policy appears to be unrealistic in an integrated environment. In an integrated environment all clients will receive an assessment as a core service. To also have the requirement that an individual employment plan be developed for each client is time consuming and unrealistic within the client flow of an integrated environment. **Therefore, individual employment plans are only required for adult and dislocated workers enrolled in WIA or TAA programs for which Occupational Skills Training and other similar forms of training are administered. This eliminates the need to provide individual employment plans for those in significant staff involved intensive services.**
2. 20 CFR Part 663.245 of the Regulations indicates that "The individual employment plan is an ongoing strategy *jointly developed* by the participant and the case manager...." DWD has always defined jointly developed as jointly signed. This interpretation also appears to be bureaucratic in an integrated system. Individual employment plans may be jointly signed by the client and case manager. There needs to be a case note made in TrackOne that indicates that the plan was jointly developed. **The TrackOne application must be jointly signed as it identifies the funding sources for which the client is eligible.**

Mitchell E. Daniels, Jr., *Governor*
Teresa L. Voors, *Commissioner*

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The following bullet points pertain to both points 1 and 2 above:

- The requirements for the individual employment plan remain as outlined in Policy 2007-11.
- All clients who receive case management services (including TAA services) must have a case management file using the Indiana Department of Workforce Development's electronic case management system.
- Case notes must justify the significant staff involved services (intensive and training).
- Case notes must indicate that the individual employment plan is jointly developed.
- The application in TrackOne must be downloaded and jointly signed.
- This guidance is effective beginning January 23, 2008.

Questions regarding this TAB should be directed to Jennifer Biddle, Planning Analyst, at 317/232-7459 or by email at jbiddle@dwd.in.gov.

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| 2007-07 | Individual Employment Plans |
| 2007-06 | TRA Income Support |
| 2007-04 Change 1 | TAA Training Waivers, the Extension Process and Waiver Reviews |
| 2007-05 | WOTC Revised Forms |
| 2007-04 | TAA Training Waivers, the Extension Process and Waiver Reviews |
| 2007-03 | UI Eligibility Determination Communications |
| 2007-02 | Expansion of Technical Assistance through TABs |
| 2007-01 | Revision to Employment Eligibility Verification Form I-9 |
| 2006-08 | Military Service Members/Spouses as WIA Dislocated Workers |
| 2006-07 | Guidance from the U. S. Department of Labor |
| 2006-06 | Out-of-School Youth Definition |
| 2006-05 | WorkKeys Certificates under the Youth Common Measures |
| 2006-04 | Repeating classes or tests funded by the Workforce Investment Act |
| 2006-03 | Discontinuation of the Certificates of Technical Achievement Program |
| 2006-02 | Trade Adjustment Assistance - Qualifying Separation Date for Worker's Compensation |
| 2006-01 Change 1 | Clarification on DWD Communication 2005-26 (rescinded 8-22-07) |
| 2006-01 | Clarification on DWD Communication 2005-26 (rescinded 8-22-07) |
| 2005-008 | Youth as Displaced Homemakers |
| 2005-007 | Documentation Requirements - Katrina Victims |
| 2005-006 | Modifying Indiana's Eligible Training Provider List |
| 2005-005 | Special Endorsement for Indiana School Bus Drivers |
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| 2003-001 | WIA Citizenship and Registration for Selective Services |
| 2003-000 | Workforce Investment Act Technical Bulletins |