

Individual Employment Plan Update Policy

Effective Date: December 14, 2023

1. Purpose:

This policy outlines the process for updating Individual Employment Plans (IEPs) for clients of the LWDB, in accordance with the Code of Federal Regulations (CFR) and the Workforce Innovation and Opportunity Act (WIOA).

2. Scope:

This policy applies to all WIOA staff involved in the creation, implementation, and updating of IEPs.

3. Policy: Individual Employment Plan (IEP) Update Policy for the Region VII Workforce Development Board (LWDB). Enacted to ensure clients IEPs are regularly being updated with their Career Coaches pursuant to applicable CFRs and WIOA.

3.1 Creation of IEPs:

As per WIOA Section 134(c)(2)(A)(xii)(II) and 20 CFR 680.170, an IEP is developed for each client, outlining their employment goals, achievement objectives, and the appropriate combination of services for the client to achieve the employment goals.

3.2 Regular Review and Update of IEPs:

IEPs should be reviewed and updated regularly, at least every six months, or more frequently if there are significant changes in the client's circumstances, as per 20 CFR 678.420(b).

3.3 Client Involvement:

Clients should be actively involved in the review and update process, as per WIOA Section 134(c)(2)(A)(xii)(II). Their feedback and input should be taken into account when updating the IEP.

3.4 Documentation:

All updates to the IEP should be documented and the updated plan should be signed by both the client and the Career Coaches member responsible for the update, as per 20 CFR 678.420(b).

3.5 Staff Training:

All Career Coaches or other staff involved in the IEP process should receive regular training on the IEP update process, as per 20 CFR 678.800.

3.6 Confidentiality:

All IEPs and updates should be kept confidential and stored securely, in accordance with 20 CFR 603.5 and WIOA Section 188.

4. Review:

This policy will be reviewed annually by the LWDB, as per 20 CFR 679.370(l). Any changes to the policy will be communicated to all relevant staff.

5. Compliance:

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

6. Acknowledgment:

All WIOA staff involved in the IEP process must sign an acknowledgment form stating they have read, understand, and agree to comply with this policy.

By implementing this policy, the LWDB aims to ensure that IEPs are regularly updated in a manner that is client-centered, transparent, and in compliance with federal regulations and laws.

7. Equal Opportunity and Grievances: The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

8. Questions: Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

9. Expiration: Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director

12-14-23

Date



Layne Diehl, Chairperson Region VII WDB

12/14/23

Date