WIOA Individual Service Strategy - Minnesota Valley Action Council

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Training & Employment Goal: \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Basic Skills:**

**TABE:** Reading Level \_\_\_\_\_\_\_\_\_\_ Math Level \_\_\_\_\_\_\_\_\_\_ Date of most recent \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Tutoring, study skills training, instructions, and evidence-based dropout prevention and recovery strategies leading to completion of requirements for a secondary school completion or its equivalent or a recognized post-secondary credential.** O N/A reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal will be reached by:

* **Alternative secondary school services or dropout recovery services** O N/A reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal will be reached by:

### **Participants interested in GED/ABE or ESL shall:** By this date:

* Maintain monthly contact \_\_\_\_\_\_\_\_\_\_\_
* Attend Basic Skills Classes GED/ABE \_\_\_\_\_\_\_\_\_\_\_
* Outline steps to GED completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Readiness Skills:**

* **Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area such as career awareness, career counseling and career exploration services.** 
  + Goal will be reached by:
* **Paid/unpaid work experiences with academic and/or occupational educational components.**

N/A reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Goal will be reached by:
* **Comprehensive guidance counseling, including drug and alcohol abuse counseling as well as referrals to counseling, as appropriate to the needs of the individual youth.** 
  + Goal will be reached by:
* **Financial literacy education.**
  + Goal will be reached by:

**Occupational Skills:**

* **Activities that help participants prepare for and transition to post-secondary education and training.** 
  + Goal will be reached by:
* **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.** O N/A reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Goal will be reached by:
* **Occupational skills training.**
  + Goal will be reached by:
* **Entrepreneurial skills training.**
  + Goal will be reached by:

**Participants in training must:** By this date:

* Complete a Career Assessment \_\_\_\_\_\_\_\_\_\_\_\_
* Complete the Occupational Research Packet \_\_\_\_\_\_\_\_\_\_\_\_
* Complete Admission Assessment at chosen school \_\_\_\_\_\_\_\_\_\_\_\_
* Complete the Free Application for Federal Student Aid \_\_\_\_\_\_\_\_\_\_\_\_
* Attend Orientation/Registration at chosen school \_\_\_\_\_\_\_\_\_\_\_\_
* Complete Occupational Skill Training for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_start\_\_\_\_\_\_ end\_\_\_\_\_\_\_

Training provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Provide financial aid award letter annually \_\_\_\_\_\_\_\_\_\_\_\_
* Submit a copy of grades and schedules each term \_\_\_\_\_\_\_\_\_\_\_\_
* Maintain a “C” average (2.0 cumulative GPA) \_\_\_\_\_\_\_\_\_\_\_\_
* Provide copy of degree/diploma/ certificate upon completion of training \_\_\_\_\_\_\_\_\_\_\_\_
* At completion of training seek full-time employment or additional education \_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Labor Market Information: WIOA regulations require an examination of the Labor Market prior to approval of a training plan.**

## Yes or No

⬜ ⬜ There will be full time jobs where the participant resides after completing

a training program(list source). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ ⬜ The wage projection indicates that pay will be better than could be earned

without training (list source). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ ⬜ The ability to complete the plan has been assessed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ ⬜ The skills, background, schooling, and life situation make it likely that the plan will

be completed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ ⬜ Non-traditional training options have been discussed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected date to complete this plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other factors:**

* **Supportive services.** 
  + Goal will be reached by:
* **Leadership development activities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.** 
  + Goal will be reached by:
* **Adult mentoring for a minimum of 12 months; may occur during and after program participation.** 
  + Goal will be reached by:
* **Follow-up services.** 
  + Goal will be reached by:

**Participant responsibilities:**

* I will maintain monthly contact with case manager and discuss any problems that may disrupt the plan completion.
* I will discuss any proposed changes to the plan BEFORE any changes are implemented.
* I will maintain a minimum of a “C” average, (2.0 cumulative GPA).
* Retakes for failed classes or dropped courses are typically not supported with program funds.
* I will provide a copy of the financial aid award letter (annually), grades and schedules (each term).
* I will provide a copy of diploma/degree, license, or certificate to case manager at training completion.
* Upon completion of the training program, I will seek full-time employment or continue training and notify case manager when employment or training is secured.
* I will provide follow-up information to MVAC concerning employment and wages at 3, 6, 9 and 12 months following program exit.

**I understand that if I fail to meet any of the above responsibilities, funding will be subject to immediate termination or modification and I may be terminated from the program.**

**I further understand that funding is contingent upon availability of state and/or federal funds and may be limited. My employment counselor will keep me informed as I make my monthly contacts with him/her.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Signature Date Employment Counselor Signature Date

|  |  |  |
| --- | --- | --- |
| **Changes to Individual Service Strategy** | Date | Initials |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Courses that will not be refunded**  Name of course and course number – reason for not completing | Term class was taken |
|  |  |
|  |  |

* Items with this symbol meet the 14 WIOA elements.