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MEMORANDUM POLICY No. 20-01

TO: Farmworker Career Development Program Sites

FROM: James Haugli, State Director, Farmworker Career Development Program (FCDP)

DATE: April 22, 2020

SUBJECT: Individual Employment Plan (IEP) For WIOA Section 167 National Farmworker Jobs Program (NFJP) Participants

References: Employ Florida Virtual One Stop (VOS) Staff User Guide; Section 11: The Programs - NFJP; 20 CFR §685.340(b), TEGL No. 19-16, TEGL No.35-14 change 1, FCDP Policy Memo No. 17-01, NFJP Program Guide

Purpose: To clarify and update the requirements for completing Individual Employment Plans (IEPs) for Florida National Farmworker Jobs Program (NFJP) participants.

Background: NFJP Policy Memo No. 13-03. The IEP is an individualized career service under WIOA that is developed jointly by the participant and career counselor. IEP definition: An IEP is a document that identifies the participant's employment goals, the appropriate achievement objectives, and the applicable combination of services for the participant to achieve the employment goals. This includes providing information on eligible providers of training services and career pathways to attain career objectives.

Policy: Effective April 27, 2020, all Farmworker Career Development Program (FCDP) offices will complete IEP's for all newly qualified NFJP participants in accordance with the guidance stipulated in this policy as part of the intake process and prior to the expenditure of any project funds on the participant. NFJP participants who are eligible for "Related Assistance Only" or "Emergency Assistance Only" services, are exempt from this policy and do not require the completion of an IEP.

If any portion of the IEP for currently active qualified NFJP participants needs to be updated or revised for any reason, it must be completed in accordance with this policy.

Henry Mack
Chancellor of Career and Adult Education

A qualified participant's IEP employment goal ***should not be changed***, unless the participant has received extensive counseling by the career counselor and approval of the local program coordinator. Employment goal changes should be annotated in Employ Florida case notes under subject name: Updated IEP, to include program coordinator and career counselor approval dates. Should a change in the IEP employment goal be approved by the program coordinator, the new IEP must be reviewed to ensure that the IEP training/education goals align with the new employment goal. More than two changes in a participant's employment goal must be approved by the **State Office** and annotated in the case notes. In all cases, all completed IEP forms must be signed by the participant and career counselor and scanned/uploaded in Employ Florida.

All IEPs must include at least one goal in each of the following categories: (TEGL No.35-14 change 1)

1. Employment:

- Employment goal must address a specific job title as identified in the Standard Occupation Classification (SOC) system by O*NET code, available at: <http://www.bls.gov/soc> (see IEP example).
- Must be directly linked to an in-demand industry sector or occupation in the service area to which a participant receiving such services is willing to relocate 20 CFR §685.340(b).

2. Training:

- Training Services: Training must be directly linked to an in-demand industry sector, occupation in the service area, or in another area to which a participant receiving such services is willing to relocate. 20 CFR §685.340 (b). [WIOA sec.134 (C)(3)(D) and 167 D and 20 CRF §680.200] Examples include: occupational skills training, including training for non-traditional employment, on-the job training, apprenticeship (more information at NFJP Program Manual).
 - OCP (Occupational Completion Point) – If a participant does not complete a training program, the IEP should be updated with any completed OCPs to be able to still be counted successful as a credential and measurable skill gain.
 - Schooling - Adult Basic Education (ABE), General Education Diploma (GED), English for Speakers of Other Languages (ESOL). These services need to be integrated with training services.

3. Steps to Self – Sufficiency

- Pre-employment training - Essentially employability skills are those general skills that are required to be successful in all sectors of the labor market. These skills are separate from the technical skills attained in career pathways or academic skills such as math and reading. Work readiness skills are a set of skills and behaviors that are necessary for any job. Work readiness skills are sometimes called soft skills, employability skills, or job

readiness skills. These abilities help employees learn how to interact with supervisors and co-workers. These can include but are not limited to the following:

- Basic Computer Skills
 - Interviewing Techniques
 - Resume Development
 - Dress for Success
 - Mock Interviews
- Support Services must be directly linked with the Education/Training. Support Services are those necessary to enable an individual to participate in the activities under NFJP. These services may include, but are not limited to, the following: (WIOA sec. 3(59)), TEGL No. 19-16
- Assistance with Transportation; o Allowance payments; (20 CFR§685.330)
 - Needs-Related Payments (available only to individuals enrolled in training services...TEGL No. 19-16)
 - Assistance with books, fees, school supplies and other necessary items for students enrolled in post-secondary educational classes.
 - Payments and fees for employment and training-related applications, test, and certifications.

When developing an IEP, every effort should be made to direct the focus of the NFJP participant towards realistic, achievable, and specific employment goals in high-demand, high-wage professions. In sum, the IEP should serve the role of being an “individualized strategic plan” for the participant and, as a result, be instrumental in moving them from the fields to obtaining meaningful employment. (FCDP Policy Memo No. 17-01).

It is the intent of this policy to move local projects towards an IEP development process, which yields IEPs with a high probability of working as created the first time, i.e. they do not need to be continuously adjusted over time. To this end, participants who have not reached their IEP employment goal according to plan, should not be exited unless every effort has been made to overcome the issues acting as barriers to accomplishing this goal. This includes the following:

- Proactively monitoring projected end dates and pending exit reports to avoid default participant exits, when no placement has been made or qualifying service has been provided in a consecutive 90-day period. Exit dates should in all cases align with the anticipated IEP goal completion timeframes.
- Extend a goal to provide the support services needed to help the participant reach his/her goals.

All participant activities related to the accomplishment of IEP goals should be monitored on a regular basis.

For unanticipated IEP deviations not recognized until the projected “no qualifying service” exit date is impending, project coordinators should immediately contact affected participants, making every effort to get them back on track before the exit occurs, and reset/revise the IEP accordingly.

In all cases, any revisions/updates made to IEPs should be fully documented in Employ Florida case notes, as well as, related to extension of activity service dates. The case notes of all participants should be reviewed periodically for similarities or patterns associated with IEP revisions/extensions to see if any potential correlations exist between external factors and the need to adjust or extend planning parameters. These patterns should be noted and used to improve strategies for IEP development and revision in the future.

**SEE IEP's EXAMPLES:
NEXT PAGES 5-7**



EMPLOY FLORIDA IEP EXAMPLE: # 1

Goals and Objectives Established:

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
1	NFJP	Training	Long Term	12/12/2019	12/12/2021		Open
Goal Description: Obtain Diesel Mechanic Certificate							
Comments: Attend and complete Diesel Mechanics Training at Best College							
Objective to goal #1							
Objective: Attend and complete all the requirements for Diesel Mechanic Training			Date Established	Review Date	Program	Staff	Status
			12/12/2019	12/12/2021	NFJP	John Cool	Open
Skill Assessment							
Comments: Participant will successfully complete all competencies in order to earn a Diesel Mechanics Certificate							

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
2	NFJP	Steps to Self Sufficiency	Long Term	12/12/2019	12/12/2021		Open
Goal Description: Allowance payments							
Comments: Participant will complete their timesheets and have them verified by their instructor.							
Objective to goal #2							
Objective: Submit timesheet on time to counselor for Stipend processing			Date Established	Review Date	Program	Staff	Status
Skill Assessment			12/12/2019	12/12/2021	NFJP	John Cool	Open
Comments: Participant will inform staff any necessary assistance during classes.							

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
3	NFJP	Employment	Long Term	12/12/2019	12/12/2021		Open
Goal Description: Obtain Employment in Diesel Mechanic							
Comments: Participant will contact staff 3 months before training end.							
Objective to goal #3							
Objective: Participant will develop a resume or portfolio with their counselor			Date Established	Review Date	Program	Staff	Status
Skill Assessment			11/18/2015	06/30/2016	NFJP	John Cool	Open
Comments: Participant will meet with staff to receive assistance in job development, resume writing, job search strategies, and interviewing skills.							

EMPLOY FLORIDA IEP EXAMPLE: # 2

Goals and Objectives Established:

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
1	NFJP	Training	Long Term	7/7/2020	12/1/2021	Maria Smith	Open
Goal Description: Obtain Licensed Practical Nursing Degree							
Comments: Attend training at Apple Nursing School for licensed Practical Nursing							
Objective to goal #1							
Objective: Complete all requirements for licensed practical nursing training and pass NCLEX exam.			Date Established	Review Date	Program	Staff	Status
			7/7/2020	12/1/2021	NFJP	Maria Smith	Open
Skill Assessment							
Comments: Participant will pass each semester to ensure they are not dropped from the nursing program. If participant fails a semester, they will notify their counselor immediately to extend their anticipated graduation date.							

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
2	NFJP	Steps to Self Sufficiency	Short Term	7/7/2020	3/1/2022		Open
Goal Description: Support Services payment for training							
Comments: Participant will contact staff regarding college payments with enough time to allow their counselor to process the voucher with Apple Nursing School.							
Objective to goal #2							
Objective: Submit payment on time; participant will be ready to start training			Date Established	Review Date	Program	Staff	Status
Skill Assessment			7/7/2020	7/7/2020	NFJP	Maria Smith	Open
Comments: Participant will inform their counselor if they need any books, uniforms, or supplies throughout their training program.							

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
3	NFJP	Employment	Long Term	7/7/2020	3/1/2022		Open
Goal Description: Gain employment as a Licensed Practical Nurse at a local hospital							
Comments: Participant will contact their counselor at the end of their nursing clinical for portfolio development							
Objective to goal #3							
Objective: Participant will develop a resume or portfolio with their counselor.			Date Established	Review Date	Program	Staff	Status
Skill Assessment			7/7/2020	3/1/2022	NFJP	Maria Smith	Open
Comments: Participant will meet with staff to receive assist in job development, resume writing, job search strategies, and interviewing skills prior to the completion of training.							

EMPLOY FLORIDA IEP EXAMPLE: # 3

Goals and Objectives Established:

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
1	NFJP	Training	Short Term	05/01/2020	05/22/2020		Open
Goal Description: Obtain Commercial Driver's License							
Comments: Attend 3-week training at Big Al's Truck Driving Academy							
Objective to goal #1							
Objective: Complete CDL training and pass attain CDL			Date Established	Review Date	Program	Staff	Status
					NFJP	Juan Guerra	Open
Skill Assessment							
Comments: Participant will attend all classes and pass all exams for CDL training. This is very imperative as this is a short-term training and if any days are missed, participant will fail the class.							

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
2	NFJP	Steps to Self Sufficiency	Short Term	05/01/2020	08/22/2020		Open
Goal Description: Pre-Employment Training							
Comments: Participant will attend employability skills training at CareerSource.							
Objective to goal #2							
Objective: Obtain better interviewing techniques			Date Established	Review Date	Program	Staff	Status
Skill Assessment			05/01/2020	08/22/2020	NFJP	Juan Guerra	Open
Comments: Participant will attend employability skills training at CareerSource. Counselor recommends, Interviewing class and Resume workshop.							

Goal #	Program Affiliation(s)	Type of goal	Term of Goal	Date Established	Estimate date of completion	Actual Completion Date	Status
3	NFJP	Employment	Short Term	05/01/2020	08/22/2020		Open
Goal Description: Obtain employment as a Truck Driver							
Comments: Participant will contact staff 1 week before the end of training							
Objective to goal #3							
Objective: Participant will prepare resume with their counselor.			Date Established	Review Date	Program	Staff	Status
Skill Assessment			05/01/2020	08/22/2020	NFJP	Juan Guerra	Open
Comments: Participant will meet with staff to receive assistance in job search.							