

Reemployment Services and Reemployment and Eligibility Assessment Guidance

Individual Employment Plan (IEP) Instructions

Purpose: To advise career center staff of the instructions for completion of Individual Employment Plans (IEP) for the provision of reemployment and eligibility assessments as a result of the implementation of the *Fiscal Year 2014 Unemployment Insurance Reemployment and Eligibility Assessment Grant*.

Pre-Interview Instructions

1. Prior to the orientation REA staff shall include appropriate Career Center name, address and phone number in the space provided on page 1 of the IEP. (This can be done the copy of the IEP you save to your computer)
2. REA Staff shall review page 1 with customers in the orientation and instruct them to sign and date the form then hand it forward. REA staff shall review and sign the forms then make a copy of the form and hand it back to the customer for their records.
3. Pages 2-4 of the IEP plan shall be distributed to customer during scheduled orientation. Customer shall complete pages with required information prior to their return for IEP interview.
4. When customers are given the IEP in the orientation REA staff shall instruct them to complete the Name, SSN#, and BYE date at the top of each page. REA Staff should be prepared to give the customers their BYE date if necessary.
5. Customer shall complete all sections with their personal information. These sections include: Contact Information, Employment Status, Educational History, Career Goals, Job Search Efforts, Skills History and Personal Barriers.
6. Review customer's Focus Career Registration to assess customer skills and capabilities.
7. Review customer resume in Focus Career for completeness and ensure resume accurately reflects job history, education and skills.
8. Assess potential training and employment referrals.

IEP Interview Instructions

1. Completed pages 2-4 shall be returned to the REA staff at the beginning of the interview time, staff shall review forms to ensure they are filled out completely and correctly. If not completed correctly, REA staff shall assist customer with completion.
2. REA staff shall review completed form to assess customer skills and educational background in relation to Focus Career information and determine if additional information needs to be considered for the IEP.
3. REA staff shall conduct IEP Interview.

4. REA staff shall complete page 5, Labor Market Information, during the process of the IEP staff shall discuss state and local labor market information as it pertains to the customer. REA staff shall make use of websites such as www.kylmi.ky.gov and www.onetonline.org to answer questions 1-4. Core and Intensive services to be provided, based on IEP interview and review of IEP plan pages 2-4. Once services have been received by customer REA staff should check appropriate box documenting the status of the service as in-progress or completed.
5. During IEP interview, REA staff shall review pages 2-5 of IEP plan and make determination of additional referrals needed and ensure customer's short term and long term goals on page 1 are in line with skills and abilities.
 - a. Short Term Goals shall be in line with local sector strategies and appropriate labor market information. REA staff shall ensure that goals are realistic and attainable and clearly defined.
 - b. Long Term Goals shall be developed based on Short Term Goals and desired career ladder of customer. REA staff shall ensure that goals are realistic and attainable and clearly defined.
6. REA staff shall complete page 6, Focus Career and Career Goals. REA staff shall determine Focus Career registration status of customer, check appropriate box and enter date of verification. If customer is not fully registered in Focus Career, REA staff shall assist customer with completing full Focus Career registration immediately.
 - a. REA staff shall review region's sector strategies and make determination that customer's career goal is in line with region's sector strategies.
 - b. REA should document and notes in relation to the customers career goal in the space provided
 - c. REA staff shall indicate what type of referral was made and list the corresponding referral in the space provided. (i.e. KY#, employer name, partner name, etc.)
 - d. REA Staff shall document the referral reason in the space provided.
 - e. REA staff shall check all that apply in the Supportive Services Referrals section.
7. REA Staff shall review final IEP with customer and ensure customer understands referrals, goals established and directives to complete program.
8. At the conclusion of IEP interview and review, provide a copy of final IEP to customer.
9. As review of plan progresses, working IEP document shall be stored on Shared Drive in respective office folder until individual plan is finalized. Original IEP and all revisions / modifications shall be stored in the file. Files shall be saved in individual customer folders and saved by LAST NAME, FIRST NAME (example: Jones, Sue).
10. Submit copy of final IEP and supporting documentation to files to be included in KEWES Images.

11. REA staff shall review customer IEP and, if necessary, schedule 1st follow-up contact to assess progress of IEP. REA staff shall refer to employment or training as soon as appropriate. If no referral is made on first visit, schedule IEP review. Any referrals shall be properly documents and any documentation shall be sent to files to be images in KEWES.
12. REA staff shall conduct 1st review. REA staff shall perform this by ensuring timeframes are met and job search strategy for reemployment is being implemented and carried out by customer. REA staff shall evaluate job search progress on a weekly basis until referral to employment or training is made. This evaluation may be made in person or over the telephone. Review results shall be images in KEWES.
13. REA staff shall determine if modifications to IEP are needed to accomplish employment referral goal. REA staff shall refer to training or employment as soon as appropriate. If modifications are needed, REA staff shall make the revisions and provide a copy to customer (in-person or via mail) and provide a copy to files to be imaged in KEWES.
14. REA staff shall complete 1st Review Summary on page 6, in the space provided. REA staff shall provide a copy of completed page 6 to customer (in-person or via mail) and provide a copy to files to be imaged in KEWES.
15. REA staff shall repeat steps 14 – 16 as needed or until appropriate referral is made.