



WS 23-02 Change 2
Released: April 11, 2024
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Choices, Financial Aid, NCP- Choices, SNAP, WIOA
Expires: Continuing

To: Career Offices
NextGen Youth Services
Talent Development

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Subject: Individual Employment Plans (IEP)

Purpose

To provide updated guidance on universal employment plans using the WorkInTexas.com Individual Employment Plan/Individual Service Strategy (IEP/ISS) for all active Workforce Solutions' customers.

This issuance supersedes other guidance on individual employment plans.

Background

Workforce Solutions uses individual employment plans to develop a plan of action to help customers become self-sufficient or obtain a better job or career. The individual employment plan serves as a written agreement between Workforce Solutions and the customer and includes timelines and support services required for the customer to gain employment.

We always involve the customer in developing the employment plan and tailor the goals and actions to the customer's needs. The employment plan should include responsibilities for both the customer and Workforce Solutions staff and must be updated as the customer achieves goals and completes action steps.

Policy

To develop and maintain an individual employment plan, Workforce Solutions staff must adhere to the following:

- 1. Developing an Employment Plan**
At a minimum, employment plans should include:
 - A specific employment goal;

- A strategy to address challenges to employment;
- A detailed step-by-step description of activities that the customer will perform and/or participate in;
- Time frames for the start and completion of each activity; and
- Specific dates on which Workforce Solutions staff will follow up with the customer to evaluate each activity, provide additional assistance, and make any necessary adjustments.

2. **When to Use Employment Plans**

An employment plan is required in WorkInTexas.com (WIT) for all customers receiving services under the following:

- Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
- Temporary Assistance for Needy Families (TANF)/Choices
- Noncustodial Parent Choices (NCP)
- Reemployment Services & Eligibility Assessment (RESEA)
- Trade Adjustment Assistance (TAA)
- Workforce Innovation and Opportunity Act (WIOA)

3. **Data Entry**

Effective June 26, 2023, all individual employment plans are required to be entered in WIT.

Workforce Solutions staff should review the [desk aid](#) for steps on completing an individual employment plan in WIT.

Notes:

The following customers are not required to have an employment plan in WIT:

- Customers receiving services under Adult Education and Literacy (AEL),
- Customers receiving services under Vocational Rehabilitation Services (VRS), and
- Customers who are not authorized to work in the U.S.

Workforce Solutions staff working with customers receiving service under TAA are still required to complete an Individual Employment Plan/Reemployment Plan (IEP/REP).

Workforce Solutions staff must manually enter the IEP/EDP activity code each time in WorkInTexas.com when updating, or adding new programs to an existing IEP.

Customers may have open goals and objectives across multiple programs including RESEA or Jobs for Veterans State Grant (JVSG). When a customer's participation in a program ends, staff must close only the objectives and goals on the IEP connected to that program.

4. **Wagner-Peyser (W-P)**

All customers must be enrolled in W-P and have a complete W-P application in WIT to have an employment plan in WIT.

References

Texas Workforce Commission (TWC) Workforce Development (WD) Letter 02-23 Change 1:
[Adoption of a Universal Employment Plan - Update](#)

Questions

Staff should first ask questions of their managers or supervisors. Direct questions for Board staff through workforcepolicy@wrksolutions.net.