



Brighter Futures Youth Individual Development Plan (IDP)

Youth Name _____ DOB _____ Date _____
Phone _____ Email _____
School _____ Career Planner Name _____

Framework

- Directly linked to one or more indicators of performance
- Based on the objective assessment
- Identifies a career pathway that includes education and employment goals

Brief Assessment Overview	
<i>Identify personal, educational, occupational, financial, medical, childcare, transportation, housing, food/nutrition</i>	
Challenges (Barriers)	Service/Resource/Partner Agency Referral

Goals		
<i>Identify personal, educational, and occupational short- and long-term goals</i>		
Goal Type	Short-Term Goal	Long-Term Goal
Educational Goal		
Occupational/ Employment Goal		
Personal/Social Goal		

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Carrie Hersh, Equal Opportunity Officer, at 414-270-1726 or Carrie.Hersh@EmployMilwaukee.org. Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

IMPORTANT! This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call (414)-270-1726 for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame al (414)-270-1726 para pedir asistencia en traducir y entender la información en este documento.

TSEEM CEEB! Daim ntawv no muaj ib cov lus tseem ceeb qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. Hu rau (414)-270-1726 yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub.

Program Elements Needed to Achieve Goal				
Youth are required to have access to all fourteen WIOA Youth program elements. Please select elements based on needs identified on the participant's objective assessment.				
Improving Educational Achievement	Date Opened	Projected End Date	Actual End Date	Successful Completion
☐ Tutoring: study skills training, and instruction leading to secondary school completion, including dropout prevention dropout recovery services				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
☐ Alternative secondary school offerings				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
☐ Postsecondary preparation and transition activities				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
Preparing for and Succeeding in Employment	Date Opened	Projected End Date	Actual End Date	Successful Completion
☐ Paid & unpaid work experience (summer employment, pre-apprenticeship programs, internships, job shadowing, OJT) with Academic & occupational education				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
☐ Career Awareness, Career Exploration and Career Counseling, Labor market & employment information including career awareness,				☐ Yes ☐ No Explain:

career counseling, and career exploration services				
Action Steps/Referrals:				
Comments:				
☐ Education offered concurrently with workforce preparation and training for a specific occupation				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
Preparing for and Succeeding in Employment	Date Opened	Projected End Date	Actual End Date	Successful Completion
☐ Occupational skills training				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
☐ Entrepreneurial skills training				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
Supporting Youth	Date Opened	Projected End Date	Actual End Date	Successful Completion
☐ Supportive services				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
☐ Adult mentoring				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				

☐ Comprehensive guidance & counseling (may include drug & alcohol abuse counseling & referral)				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
☐ Follow-up				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
Developing the Potential of Young People as Citizens & Leaders	Date Opened	Projected End Date	Actual End Date	Successful Completion
☐ Leadership development opportunities/ Opportunities to develop social behaviors, other soft skills, and leadership opportunities				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
☐ Financial literacy				☐ Yes ☐ No Explain:
Action Steps/Referrals:				
Comments:				
Potential Barriers to Goal Achievement				

Youth and Career Planner Agreements:

For Youth - I agree to:

- Contact my Career Planner monthly or as often as necessary to update my progress on this plan. I understand that my case can be closed if I go 90 days without participating in a service.
- Let my Career Planner know of any problems which would cause changes to any activities or

interfere with completing the plan.

- Seek, accept, and maintain employment that meets my planned goal(s) as stated above.
- Contact my Career Planner when I become employed and provide all necessary information pertaining to the job.
- Stay in contact with my Career Planner for up to a year after exiting the program to maintain and support meeting my goals.

For the Career Planner – I agree to:

- Assist with the appropriate career guidance, training, and supportive services.
- Coordinate with other agencies and programs to help you obtain needed services.
- Monitor your participation and progress in the activities above.
- Assist you in your search for employment.
- Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

Youth Signature

Date

Career Planner Signature

Date

Youth Individual Development Plan (IDP) Updates (must update at least every 90 days)			
Date	Case Note Update Include any progress, such as but not limited to measurable skill gains, other goal completions	Youth Initials	Career Planner Initials