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ARPA Workforce Development Programs
Individual Development Plan (IDP)

This Individual Development Plan is intended to assist participants meet their personal and employment goals by documenting activities and objectives which move a participant from unemployment to re-employment in a self-sustaining career. This document is jointly developed with a participant and an EMI Workforce Specialist and will be updated if career or training goals change.

General Information

Date: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Work History

Employer	Dates Employed	Job Title/Brief Description of Duties

Education Information

- High School Diploma
- Associates Degree
- None of the Above
- General Education Diploma (GED)
- Bachelor's Degree
- Vocational/Technical Training
- Master's Degree and Above

If no high school, last grade level completed: _____

If applicable, post-secondary training program: _____

Occupational Interests

- 1. _____
- 2. _____

Short-term Career/Employment Goal: _____

Long-term Career/Employment Goal: _____

Career Path: _____

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Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org

Education/Training Interests

1. _____

2. _____

Short-term Education/Training Goal: _____

Long-term Education/Training Goal: _____

Participant Self-Assessment

Job Search Skills

<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have an up to date-resume?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a cover letter that goes with your resume to submit for jobs?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you know how to submit an online application for jobs?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have an email address for employers to use to contact you?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have clothing that is appropriate to wear to a job interview?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If an employer looked at your Facebook/Instagram or social media page, would they hire you for a job?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you know how to use Job Center of Wisconsin (www.jobcenterofwisconsin.com)?

Job Retention Skills

<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever walked off a job without giving notice?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had more than one job that lasted less than a year?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you use all of your employers as references?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you ever leave a job because of a conflict with a supervisor?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you left a job or been terminated because of a conflict with a coworker?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had any problems with punctuality or attendance at a job?

Vocational Skills, Occupational Skills, Academics & Training

<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you navigate the internet and use a computer proficiently?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you use Microsoft Word, Excel, and PowerPoint?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently enrolled in any other education or training programs? If yes, please list: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you earned any licenses, certifications or degrees not listed in your Education Information?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you interested in going back to school to gain more skills?

Challenges to Education or Employment

<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you pregnant or parenting?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, do you have reliable childcare?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have reliable transportation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid Driver's License?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been arrested or convicted of a crime other than a traffic violation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a stable living situation?

Workforce Specialist Participant Assessment:

- Resume, Skills and Work History
- Other. List: _____

Employment:

- Paid Work Experience
- On-The-Job Training (OJT)

Training:

- Skills Training
Training Name: _____
- Reviewed and meets training eligibility. Pre-Screened for Training:
- Occupational Training
 - Digital Literacy Training
 - Job Readiness Training (e.g., CareerWork\$ Ready)

Supportive Service Needs Identified:

<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Childcare & Dependent care assistance
<input type="checkbox"/>	Job Readiness Training (CareerWork\$)	<input type="checkbox"/>	Housing
<input type="checkbox"/>	Work-related required items	<input type="checkbox"/>	Fees for pre-employment or pre-training drug testing, background checks & medical exams
<input type="checkbox"/>	Uniforms, work attire, & work-related equipment & tools	<input type="checkbox"/>	Referrals to community programs & services
<input type="checkbox"/>	License & certification exam fees, including retake fees	<input type="checkbox"/>	Referrals to state & federal public assistance programs
<input type="checkbox"/>	Other items related to transportation, childcare, housing, testing, accommodations, or other needs-related payments (approval of EMI's VP of Programs required)		

Achievement Objectives:

- Education/Training: Activity: _____
Planned Start Date: _____ Planned End Date: _____
- Employment: Activity: _____
Planned Start Date: _____ Planned End Date: _____

Incentives & Stipends:

ARPA Workforce Development programs may offer reasonable **incentives** to participants in recognition for achievement in their ARPA program training **activities and work experiences**. Incentives are awarded as gift cards (e-cards are not permitted). ARPA Workforce Development programs may also offer reasonable **stipends** to participants while enrolled in approved **occupational training**, when the provision of a stipend is included in the participant's IDP. Stipends are awarded as checks. Unless you indicate "Exempt" on the W-4 form, *Federal and State taxes are withheld, as well as Social Security and Medicare taxes*. Incentives and stipends shall be made in a uniform and consistent manner that ensures all participants receive equal awards for equal achievement.

All incentive and stipend award payments are subject to the availability of ARPA Workforce Development program funds and are not an entitlement. EMI may suspend or withdraw authorization for incentive and stipend award payments at any time and at its sole discretion.

Goals and/or outcomes eligible for an incentive must be linked to an achievement related to a training activity, work experience, and/or employment, as stated in this IDP and documented in accordance with applicable regulations. Participants cannot receive multiple incentive payments for the same activity unless specified below. Achievements eligible for incentive awards include:

Incentive Types of Milestones	Award Amount	Maximum Number	Example Documentation
Complete Job Readiness Training (JRT) if prescribed	\$50.00	1	Copy of JRT training completion certificate, OR all documents received, TABE, Job Readiness, Health & Wellness all complete.
Complete skills training activity with satisfactory attendance and certificate of completion or credential	\$200.00	1	Copy of training completion or credential, OR Perfect Attendance and at least 70% or above on all exams.
Complete a period of four (4) consecutive weeks of work with satisfactory attendance (e.g., no excused absences, achieved timely arrivals)	\$200.00	1	Copy of timesheet(s) or written documentation from employer, OR Certificate of Completion.
Receive satisfactory ratings from employer for a period of four (4) consecutive weeks	\$200.00	1	Copy of timesheet(s) and written documentation of satisfactory ratings from employer, OR 30 days of pay stubs and Employment verification.

***Red highlights apply to Lead Abatement grant.**

Limits: Incentive payments may be awarded as cash equivalent incentives only and will have a lifetime limit of \$650.00 per participant.

Stipends	Award Amount	Maximum Number	Example Documentation
Hours attending occupational training (in person or virtual)	Between \$10 - \$15.00/hr.	# of hours in training	Attendance verification form

Limits: Stipend payments may be awarded as checks only and are limited to the actual hours a participant is in training.

Responsibilities of ARPA Workforce Development programs participants:

1. Agree to contact the designated EMI Workforce Specialist on a routine basis during training, paid work experience and/or employment.
2. If provided training resources, attend training, and make satisfactory progress.
3. Actively seek and accept training related employment upon completion of services.
4. Provide specific information regarding employment before leaving the program
5. Respond to all surveys and other requests for information including follow-up interviews after leaving the program.
6. Notify the EMI Workforce Specialist of changes in:
 - Training Status
 - Employment Status (including part-time and seasonal or temporary work)
 - Email, Address or Phone Number

