

IWDS-2.0 Manual Capture of Goals, Steps, and Services Plan

Adult (WIOA 1A) — All Goal Types

Customer:	
Career Planner:	
Date Captured:	

☐ Employment

- ☐ **Build the skills you need to get and keep a job, like good communication, leadership skills, using computers, and managing your money.**
 - ☐ Build your leadership skills by taking part in hands-on workshops where you'll practice speaking clearly, solving problems, and working with others.
 - ☐ Workforce Preparation Skills
 - ☐ Develop skills to work, learn, and communicate in today's digital world.
 - ☐ Workforce Preparation Skills
 - ☐ Gain the skills needed to take control of your financial future and reach your goals.
 - ☐ Financial Literacy Services
 - ☐ Practice English language skills needed for work and your community, like taking part in volunteer activities, joining community events, or voting.
 - ☐ English Language Education
 - ☐ Engage in community service and learn through hands-on projects to become more involved in your community and develop valuable skills for everyday life.
 - ☐ Be a peer mentor to support others in learning and gaining confidence, whether in school or at work.
 - ☐ Use what you know and share your thoughts to help make programs better for other young people.
- ☐ **Get a full-time job like the one you had before in [Career Cluster], with similar or better pay and benefits.**
 - ☐ Get help applying for unemployment benefits to receive support while looking for a new job.
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ UI Filing Information (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Check out job market information to find opportunities that match your past experience.
 - ☐ Career Information Services (STAFF ASSISTED)
 - ☐ Work with a career planner to find out if your current skills are needed by employers in your area.
 - ☐ Career Planning
 - ☐ Talk to your career planner to learn which employers are hiring in your area and what skills they want.
 - ☐ Career Planning
 - ☐ Create and adjust your resume and cover letter to match the job you want.
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Apply to job openings that match your skills, abilities, and interests.
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Practice in mock (pretend) interviews to improve your interview skills.

- ☐ Short Term Prevocational Services
- ☐ Interview for jobs that match your skills, abilities, and interests.
- ☐ Get connected with a full-time job or go to interviews your career planner sets up with possible employers.
 - ☐ Referred to Employment/Placement Assistance (STAFF ASSISTED)
- ☐ Take part in short-term services that help improve and upgrade your current skills.
 - ☐ Short Term Prevocational Services
- ☐ Grow your skills so you can find a job, keep it, and move up in your career by learning how to work well, solve problems, and stay professional.
 - ☐ Workforce Preparation Skills
- ☐ Take part in certification exam preparation or credential-specific skills sessions.
 - ☐ Short Term Prevocational Services
- ☐ **Get a part-time or seasonal job while working on your career planning, job training, or school goals.**
 - ☐ Create and adjust your resume and cover letter to match the job you want.
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Apply to part-time or seasonal job openings that match your skills, abilities, and interests.
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Practice in mock (pretend) interviews to improve your interview skills.
 - ☐ Short Term Prevocational Services
 - ☐ Interview for jobs that match your skills, abilities, and interests.
- ☐ **Start a new career in [Career Cluster] by using my strengths and learning new skills in an industry I haven't worked in before.**
 - ☐ Get help applying for unemployment benefits to receive support while looking for a new job.
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ UI Filing Information (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Look up job market information to see if there are good opportunities.
 - ☐ Career Information Services (STAFF ASSISTED)
 - ☐ Get information and materials to help you choose a career.
 - ☐ Career Information Services (STAFF ASSISTED)
 - ☐ Work with a career planner to find out if your current skills are needed by employers in your area.
 - ☐ Career Planning
 - ☐ Talk to your career planner to learn which employers are hiring in your area and what skills they want.
 - ☐ Career Planning
 - ☐ Get advice and help from the career planner about jobs, education, and career choices.
 - ☐ Career Planning
 - ☐ Create and adjust your resume and cover letter to match the job you want.
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Apply to job openings that match your skills, abilities, and interests.
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Interview for jobs that match your skills, abilities, and interests.
 - ☐ Get connected with a full-time job or go to interviews your career planner sets up with possible employers.
 - ☐ Referred to Employment/Placement Assistance (STAFF ASSISTED)
 - ☐ Take part in short-term services that help improve and upgrade your current skills.

- ☐ Short Term Prevocational Services
- ☐ Grow your skills so you can find a job, keep it, and move up in your career by learning how to work well, solve problems, and stay professional.
 - ☐ Workforce Preparation Skills
- ☐ Take part in certification exam preparation or credential-specific skills sessions.
 - ☐ Short Term Prevocational Services
- ☐ **Start your own business in [Career Cluster] and build a strong future by being your own boss.**
 - ☐ Get help applying for unemployment benefits to receive support while looking for a new job.
 - ☐ UI Filing Information (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Look up job market information to see if there are good opportunities.
 - ☐ Career Information Services (STAFF ASSISTED)
 - ☐ Take part in a training program to learn how to run a business and make a plan to start your own.
 - ☐ Entrepreneurial Skills Training
 - ☐ Take part in leadership programs to get better at solving problems and making decisions to help run your own business.
 - ☐ Entrepreneurial Skills Training
 - ☐ Take part in mentoring programs to get advice on starting a business.
 - ☐ Learn how to manage money, plan for business costs, and find different ways to get money to start a business.
 - ☐ Entrepreneurial Skills Training
 - ☐ Get help finding small loans or grants you need to start your business.
 - ☐ Use social media and other tools to help more people learn about your business or brand.
 - ☐ Entrepreneurial Skills Training
- ☐ **Take part in a hands-on work program to explore a new career in [Career Cluster] and build new skills.**
 - ☐ Get help applying for unemployment benefits to receive support while looking for a new job.
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ UI Filing Information (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Look up job market information to see if there are good opportunities.
 - ☐ Career Information Services (STAFF ASSISTED)
 - ☐ Join job readiness workshops to get ready for On-the-Job Training (OJT) placements.
 - ☐ Workforce Preparation Skills
 - ☐ Join On-the-Job Training (OJT) to learn skills and get paid experience in a specific industry.
 - ☐ OJT - Public Sector
 - ☐ OJT - Private Sector
 - ☐ Find a paid internship, work experience, or volunteer job in a [career cluster] to learn real skills.
 - ☐ WBL - Paid WEX/Internship
 - ☐ Work in a short-term, paid job with support from staff to build work skills, learn how to keep a job, and get ready for your next one.
 - ☐ WBL - Transitional Jobs
 - ☐ Join a pre-apprenticeship program to help you get into a registered apprenticeship.
 - ☐ WBL - Pre-Apprenticeship Program
 - ☐ Find an unpaid internship, work experience, or volunteer job in a [career cluster] to learn real skills.

- ☐ WBL - Unpaid WEX/Internship
- ☐ Take part in job shadowing to learn about a job by watching a skilled worker.
 - ☐ WBL - Job Shadowing
- ☐ **Use the skills from your training or apprenticeship to get and keep a full-time job.**
 - ☐ Work with a career planner to find out if your current skills would fit with a current apprenticeship in your area.
 - ☐ Career Planning
 - ☐ Talk to your career planner to learn which employers are accepting apprentices in your area and what skills they want.
 - ☐ Career Planning
 - ☐ Create and adjust your resume and cover letter to match the apprenticeship you want.
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Apply to open apprenticeships that match your skills, abilities, and interests.
 - ☐ Job Search Activities and Assistance (STAFF ASSISTED)
 - ☐ Out-of-Area Job Search/Relocation Assistance
 - ☐ Practice in mock (pretend) interviews geared towards apprenticeships to improve your interview skills.
 - ☐ Short Term Prevocational Services
 - ☐ Interview for apprenticeships that match your skills, abilities, and interests.
 - ☐ Get connected with a full-time job or go to interviews your career planner sets up with possible employers.
 - ☐ Referred to Employment/Placement Assistance (STAFF ASSISTED)
 - ☐ To take part in short-term services that help improve and upgrade your current apprenticeship skills.
 - ☐ Short Term Prevocational Services
 - ☐ Grow your skills so you can find a apprenticeship, keep it, and move up in your career by learning how to work well, solve problems, and stay professional.
 - ☐ Workforce Preparation Skills
 - ☐ Take part in certification exam preparation or credential-specific skills sessions during your apprenticeship program.
 - ☐ Short Term Prevocational Services

☐ Education

- ☐ **Build basic reading and math skills through Adult Basic Education (ABE) for job and life success. (Referral Based Goal)**
 - ☐ Sign up for reading and math classes that match your career and life goals.
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Take part in regular tutoring or coaching sessions to help you do better in school.
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Take part in in hands-on learning, like using math and reading in real-life situations.
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referral
- ☐ **Finish an Integrated Career and Academic Preparation System (ICAPS) program to earn a certificate while building basic skills.**

- ☐ Sign up for and take part in required ICAPS courses.
 - ☐ WIOA Title 1B Funded Adult Education w/Training
- ☐ Use tutoring or support made for ICAPS students to do better in school and job skills.
 - ☐ WIOA Title 1B Funded Adult Education w/Training
- ☐ Learn digital tools used in ICAPS programs to make learning faster and get ready for jobs.
 - ☐ WIOA Title 1B Funded Adult Education w/Training
- ☐ Finish ICAPS classes that combine job training with reading, math, and other basic skills to get ready for a career or more education.
 - ☐ WIOA Title 1B Funded Adult Education w/Training
- ☐ **Get Ready for or complete an Associate Degree in [career cluster] for career stability and growth.**
 - ☐ Look into and get information about job or school training programs that match your career goals and industry needs.
 - ☐ Career Information Services (STAFF ASSISTED)
 - ☐ Join college tours and orientation programs to learn about school resources and what is expected.
 - ☐ Join college readiness programs and career workshops to make a clear school plan.
 - ☐ Career Planning
 - ☐ Take prep classes to get ready for any required entry tests, like SAT or ACT.
 - ☐ Turn in a school transcript or take a placement test to sign up for school.
 - ☐ Get help filling out and sending in college applications.
 - ☐ Complete Financial Aid applications and other necessary college paperwork to ensure program accessibility.
 - ☐ Assistance Establishing Eligibility for Financial Aid (STAFF ASSISTED)
 - ☐ Work with the school to create an education plan and share it with a career planner to match it with your training and job goals.
 - ☐ Career Planning
 - ☐ Sign up for and take part in the degree program that match your training and job goals.
 - ☐ Occupational Skills Training
 - ☐ Training Paid by Non-WIOA Title I Funds
 - ☐ Finish required pre-requisite courses for academic program.
 - ☐ Join ongoing support like tutoring or study groups to keep your grades strong.
 - ☐ Stay in touch with your career planner about your training and turn in documents on time.
 - ☐ Pass courses and earn your degree to complete your education goal.
- ☐ **Get ready for or earn a Bachelor's Degree in [career cluster] to open up more job chances and move up.**
 - ☐ Look into and get information about job or school training programs that match your career goals and industry needs.
 - ☐ Career Information Services (STAFF ASSISTED)
 - ☐ Join college tours and orientation programs to learn about school resources and what is expected.
 - ☐ Join college readiness programs and career workshops to make a clear school plan.
 - ☐ Career Planning
 - ☐ Take prep classes to get ready for any required entry tests, like SAT or ACT.
 - ☐ Turn in a school transcript or take a placement test to sign up for school.
 - ☐ Get help filling out and sending in college applications.
 - ☐ Complete Financial Aid applications and other necessary college paperwork to ensure program accessibility.
 - ☐ Assistance Establishing Eligibility for Financial Aid (STAFF ASSISTED)
 - ☐ Work with the school to create an education plan and share it with a career planner to match it with your training and job goals.
 - ☐ Career Planning
 - ☐ Sign up for and take part in the degree program that match your training and job goals.
 - ☐ Occupational Skills Training

- ☐ Training Paid by Non-WIOA Title I Funds
- ☐ Finish required pre-requisite courses for academic program.
- ☐ Join ongoing support like tutoring or study groups to keep your grades strong.
- ☐ Stay in touch with your career planner about your training and turn in documents on time.
- ☐ Pass courses and earn your degree to complete your education goal.
- ☐ **Improve English skills through English Language Acquisition (ELA) programs to be ready for work.**
 - ☐ Take part in English as a Second Language (ESL) classes to learn job words, practice speaking, and understand work environment.
 - ☐ English Language Education
 - ☐ Use language technology and online tools to help with class learning and to check how much progress is being made
 - ☐ English Language Education
 - ☐ Take part in career mentoring to practice speaking English in real work situations.
 - ☐ English Language Education
 - ☐ Take part in community events or volunteer activities to practice speaking English in real-life situations.
 - ☐ English Language Education
 - ☐ Take part in classes to get ready for U.S. citizenship and feel confident about the process.
 - ☐ English Language Education
- ☐ **Obtain High School Diploma or High School Equivalency (HSE/GED) to increase job prospects.**
 - ☐ Get help in school to overcome learning difficulties and find tools that match your learning style, so you can succeed.
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Get counseling and make a plan about re-engaging in secondary education.
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Get help getting a copy of your school records so you can use the credits you've already earned.
 - ☐ Referral
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Build your skills and confidence by taking part in HSE/GED classes.
 - ☐ Referral
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Join regular tutoring or coaching sessions to improve school performance for a diploma or HSE/GED.
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referral
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Use online learning tools to get ready for diploma or HSE/GED exams and learn technology skills for jobs.
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)
 - ☐ Referral

- ☐ Sign up for and take the HSE/GED test.
 - ☐ Referral
 - ☐ Referred to Other Federal/State Assistance (STAFF ASSISTED)
 - ☐ Referred to Department of Veterans Affairs (VA) Services (STAFF ASSISTED)
 - ☐ Referred to Jobs for Veterans State Grants (JVSG) Services (STAFF ASSISTED)

☐ Training

- ☐ **Earn a Credential in [specific area (CIP)?] to help get a better job.**
 - ☐ Take part in certification exam preparation or credential-specific skills sessions.
 - ☐ Short Term Prevocational Services
 - ☐ Pass important certification tests needed for getting a job or moving up in your career.
 - ☐ Pass licensing exams to help secure employment.
 - ☐ Provide documentation to your career planner of the credential you earned.
- ☐ **Finish a training program to learn job skills in [occupation (ONET)].**
 - ☐ Complete Financial Aid applications and other necessary college paperwork to ensure program accessibility.
 - ☐ Assistance Establishing Eligibility for Financial Aid (STAFF ASSISTED)
 - ☐ Finish required pre-requisite courses for training program.
 - ☐ Training Paid by Non-WIOA Title I Funds
 - ☐ Occupational Skills Training
 - ☐ Finish required training programs to join advanced training.
 - ☐ Prerequisite Training
 - ☐ Sign up for and take part in WIOA-approved program for the job I am interested in.
 - ☐ Occupational Skills Training
 - ☐ Training Paid by Non-WIOA Title I Funds
 - ☐ Sign up for and take part in training that results in additional skills or certifications within your current job.
 - ☐ Skill Upgrading and Retraining
 - ☐ Take part in lab work and/or clinicals to gain hands-on skills.
 - ☐ Training Paid by Non-WIOA Title I Funds
 - ☐ Skill Upgrading and Retraining
 - ☐ Occupational Skills Training
 - ☐ Sign up for and take part in customized training.
 - ☐ Customized Training
 - ☐ Stay in touch with your career planner about your training and turn in documents on time.
 - ☐ Maintain a specific grade or competency level in coursework to meet academic program requirements.
 - ☐ Use self-paced training or extra learning tools to help understand school topics and meet program needs.
 - ☐ Take part in academic enrichment workshops to improve study skills and technical competencies.
 - ☐ Work with academic mentors or advisors to align degree coursework with career aspirations and industry needs.
 - ☐ Turn in progress reports during the program to track learning and fix any gaps.
 - ☐ Take part in job fairs, meet employers, or attend networking events to make connections and learn about jobs.
- ☐ **Finish a Registered Apprenticeship Program to achieve recognized certification.**
 - ☐ Complete all steps to become an apprentice in an appropriate U.S. DOL Registered Apprenticeship program.
 - ☐ Registered Apprenticeship Program (RAP)
 - ☐ Take part in and complete related training instruction (RTI).
 - ☐ Registered Apprenticeship Program (RAP)
 - ☐ Finish on-the-job training, lab work, or other learning needed for the apprenticeship.
 - ☐ Registered Apprenticeship Program (RAP)

- ☐ Take part in mentoring programs, and ask for timely feedback, during the apprenticeship to enhance learning and career growth.
- ☐ Stay in touch with your career planner about your training and turn in documents on time.
- ☐ Apply newly acquired skills in project-based assignments to build hands-on expertise.
 - ☐ Registered Apprenticeship Program (RAP)
- ☐ Keep good progress and skills during the apprenticeship.
 - ☐ Registered Apprenticeship Program (RAP)
- ☐ Get a Certificate for [specific course/program] to show you finished the training.
 - ☐ Registered Apprenticeship Program (RAP)
- ☐ Pass any required industry exams to finalize apprenticeship completion and ensure job placement beyond an apprentice.
 - ☐ Registered Apprenticeship Program (RAP)

☐ Supportive Services

- ☐ **Obtain universal, low-barrier access to employment and career information to make informed decisions about jobs, training, and education on their own.**
 - ☐ Explore job opportunities and apply without staff help.
 - ☐ Eligibility Determination
 - ☐ Provision of Information of Job Vacancies
 - ☐ Provision of Information on Job Skills Necessary to Fill Vacancies
 - ☐ Provision of Workforce and Labor Market Employment Statistics Information
 - ☐ Providing Information on In-Demand Sectors, Occupations, or Nontraditional Employment
 - ☐ Outreach, Intake, Orientation
 - ☐ Provision of Info on Local Performance
 - ☐ Job Search Assistance (Self-Directed) incl. Job Clubs/Group Workshops
 - ☐ Provision of Performance and Program Cost Info for Providers of Education and Training
 - ☐ Provision of Info on Availability of Supportive Services or Assistance
 - ☐ Provision of Information on Local Demand Occupations, with Earnings, Skill Requirements, and Opportunities for Advancement for Those Jobs
- ☐ **Self-research data on in-demand jobs, wages, and industry trends.**
 - ☐ Eligibility Determination
 - ☐ Providing Information on In-Demand Sectors, Occupations, or Nontraditional Employment
 - ☐ Outreach, Intake, Orientation
 - ☐ Job Search Assistance (Self-Directed) incl. Job Clubs/Group Workshops
 - ☐ Provision of Information on Job Skills Necessary to Fill Vacancies
 - ☐ Provision of Info on Availability of Supportive Services or Assistance
 - ☐ Provision of Information on Local Demand Occupations, with Earnings, Skill Requirements, and Opportunities for Advancement for Those Jobs
 - ☐ Provision of Info on Local Performance
 - ☐ Provision of Workforce and Labor Market Employment Statistics Information
 - ☐ Provision of Performance and Program Cost Info for Providers of Education and Training
 - ☐ Provision of Information of Job Vacancies
- ☐ **Inform users about training programs, career pathways, and support services.**
 - ☐ Provision of Information of Job Vacancies
 - ☐ Provision of Information on Job Skills Necessary to Fill Vacancies
 - ☐ Outreach, Intake, Orientation
 - ☐ Provision of Information on Local Demand Occupations, with Earnings, Skill Requirements, and Opportunities for Advancement for Those Jobs
 - ☐ Provision of Workforce and Labor Market Employment Statistics Information
 - ☐ Providing Information on In-Demand Sectors, Occupations, or Nontraditional Employment
 - ☐ Eligibility Determination
 - ☐ Job Search Assistance (Self-Directed) incl. Job Clubs/Group Workshops

- ☐ Provision of Info on Availability of Supportive Services or Assistance
- ☐ Provision of Info on Local Performance
- ☐ Provision of Performance and Program Cost Info for Providers of Education and Training
- ☐ **Take away obstacles to getting a job and help people join work and training programs.**
 - ☐ Get help paying for fees, tests, or certificates you need for certain jobs or licenses.
 - ☐ Assistance with Applications, Tests, and Certifications
 - ☐ Get help paying for things like drug tests, fingerprinting, or medical exams—so you're ready to start training or get a job.
 - ☐ Assistance with Applications, Tests, and Certifications
 - ☐ Get help to buy books, supplies, or other materials you need to finish your training or education and move toward the job you want.
 - ☐ Books, Fees, or Supplies for Postsecondary Education
 - ☐ Get help with child care or care for family so you can join job training, work, or other program activities.
 - ☐ Child/Dependent Care Support
 - ☐ Get help to pay for test fees so you can take your entrance exams or earn your high school diploma or GED.
 - ☐ Educational Testing Assistance
 - ☐ Get the help you need—like special tools or devices—so you can fully take part in all program activities and training.
 - ☐ Accommodations Support
 - ☐ Get help or a referral to a doctor, dentist, or counselor so you can stay healthy and fully take part in training or other program activities.
 - ☐ Health and Wellness Support
 - ☐ Get help with rent or utility bills so you can keep stable housing and stay on track with training or other program activities.
 - ☐ Housing Assistance
 - ☐ Get help to fix legal problems—like clearing your record or getting work papers—so you can find a job and grow your career.
 - ☐ Legal Assistance
 - ☐ Find local help—like food banks or money advice—so you can stay focused on training and work.
 - ☐ Linkages to Community Services/Referrals
 - ☐ Find local help for housing so you can get a safe place to stay—short-term or long-term—and stay on track with training or other program activities.
 - ☐ Linkages to Community Services/Referrals
 - ☐ Connect with mental health, counseling, or substance use support to feel stronger, handle stress, and stay active in your program.
 - ☐ Linkages to Community Services/Referrals
 - ☐ Access the internet, phone, or a device like a laptop to complete training, apply for jobs, or take part in work-based learning.
 - ☐ Technology Assistance
 - ☐ Get reliable transportation help—like a bus pass, fuel card, ride-share, or car repair—to show up for training and work on time.
 - ☐ Transportation Assistance
 - ☐ Get help with work clothes—like uniforms or other required items—to be ready for training and job placement.
 - ☐ Uniforms, Work Attire, and Tools
 - ☐ Secure safety gear, tools, or equipment needed to safely and successfully take part in training or work.
 - ☐ Uniforms, Work Attire, and Tools
 - ☐ Receive financial help for basic living costs so you can focus on training and work without added stress. (per state policy).
 - ☐ Needs-Related Payments

☐ Follow-Up

- ☐ **Keep a steady job in [specific field/occupation] and meet regularly with a career planner to talk about your job, set goals, and build on your success at work.**
 - ☐ Talk with your career planner every month for a year to help with your job and future career.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Learn and use ways to solve problems at work to handle tough situations and keep moving forward.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Take part in networking events to meet people, learn about what's happening in your field, and professional and personal relationships.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Take part in career coaching or mentoring to build your leadership skills and learn what you need for your job.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Update your resume and online profile to show the new skills, responsibilities, and progress you've made in your career.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Keep track of the skills you're learning and the progress you're making at work to be ready for a raise or promotion.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Earn new certifications or licenses to help you qualify for better jobs and grow in your career.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Work toward better jobs or promotions to earn more money and feel more secure about your future.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Serve as a mentor to youth by sharing your career story and the lessons learned along the way.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Take part in classes or workshops to build new skills and open up more job opportunities.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Recognize and build skills to handle any challenges at work to stay successful on the job.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Share your story about how the program has helped you and inspire others who are in the program working toward their goals.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Gain the skills needed to take control of your financial future and reach your goals.
 - ☐ Follow-Up Services Adult / DW
 - ☐ Get help with any challenges that make it hard to keep a job so success can continue.
 - ☐ Follow-Up Services Adult / DW