## Background Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | Name (Last, First, MI): | | | | | SSN: | | |
| Address: | | | City, State: | | Zip: | | | Phone: |
| EDUCATION HISTORY | | | | | | | | |
| Educational Institution: | | | | | | | Highest Grade  Completed: | |
| Student, H.S. or Less  Student, attending Post H.S.  Out of School, H.S. Dropout  Out of School, H.S. Graduate | | Diplomas/Degrees/Licenses/Certification/Letter of Recognition (List type):  Additional Education/Vocational Training Courses Taken: | | | | | | |
| EMPLOYMENT HISTORY | | | | | | | | |
| Employer: | | | | Job Title: | | | | |
| Job Duties: | | | | Reason for Leaving: | | | | |
| Employer: | | | | Job Title: | | | | |
| Job Duties: | | | | Reason for Leaving: | | | | |
| Employer: | | | | Job Title: | | | | |
| Job Duties: | | | | Reason for Leaving: | | | | |
| List any hobbies, special skills, or equipment the participant can operate: | | | | | | | | |

### Assessment Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ACADEMIC LEVELS | | | | | | |
| Name of Assessment:  Basic Skills Grade Level:  Reading Score: (Pre)       (Post)  Math Score (Pre)       (Post) | | | | | | |
| Challenges to Employment : | | | | | | |
| Career Goal: | | | | | | |
| Career Guidance Needs: | | | | | | |
| Identify Primary Goals | ***Pre-Assessment Results***  ***Goal Set*** | | | ***Post-Assessment Goals***  ***Goal Achieved*** | | |
| Yes | No | Date | Yes | No | Date |
| A. Basic Skills |  |  |  |  |  |  |
| B. Work Readiness Skills |  |  |  |  |  |  |
| C. Occupational Skills |  |  |  |  |  |  |
| Assessment Results Summary: | | | | | | |

### Youth Program Elements to be provided during quarter

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| --- | --- | --- | --- |
| PROGRAM ELEMENT |  | **ESTIMATED**  **BEG./END DATES** | NAME OF PROVIDER |
| Tutoring, Study Skills for HS Completion and/or Dropout Prevention  (Priority Element)  **Activity Code: 406** |  |  |  |
| Alternative Secondary School Services  **Activity Code:415** |  |  |  |
| Paid/Unpaid Work Experiences –  Summer & Year Round  Pre-Apprenticeships  Internships & Job Shadowing  On-the-Job training opportunities  **Activity Codes: 408, 409, 425, 426,427,428** |  |  |  |
| Occupational Skills Training  **Activity 430,438** |  |  |  |
| Education offered in context as workforce preparation activities & training for a specific occupation  **Activity 439** |  |  |  |
| Leadership Development Opportunities  **Activity Code 410** |  |  |  |
| Supportive Services  **Activity Codes: 480,481,482,483,485,487,488,489, 490, 492, 493,** |  |  |  |
| Adult Mentoring  **Activity Code: 411** |  |  |  |
| Follow-up Services  **Activity Codes:F01, F02, F03, F04, F05, F06, F07,**  **F08, F09, F10, F12, F13, F14, F15, F16, F17, F18**  **F19, F21** |  |  |  |
| Comprehensive Guidance and Counseling Services  **Activity Code: 417** |  |  |  |
| Financial Literacy Education  **Activity Code: 407** |  |  |  |

### Youth Program Elements to be provided during quarter, continued

|  |  |  |  |
| --- | --- | --- | --- |
| PROGRAM ELEMENT |  | **ESTIMATED**  **BEG./END DATES** | NAME OF PROVIDER |
| Entrepreneurial Skills Training  **Activity Code: 424** |  |  |  |
| Labor Market & Employment Information  **Activity Codes: 433,434, 435 depending on what service you are providing. Refer to your activity code guide.** |  |  |  |
| Transitional Activities to Post-Secondary Education & Training  **Activity Code: 421** |  |  |  |

I understand and agree to the service strategy described in this youth service plan.

Participant Signature Case Manager Signature Date

**ISS QUARTERLY REVIEW** (Please have the WIOA Participant initial that the ISS has been reviewed with them).

**First** Qtr. **Second** Qtr:

(Initials) (Date Rev'd) (Initials) (Date Rev'd)

**Third** Qtr: **Fourth** Qtr:

(Initials) (Date Rev'd) (Initials) (Date Rev'd)