Background Information

Date:	Name (Last, First, MI):		SSN: (Last 4)
Address:	City, State:	Zip:	Phone:

EDUCATION HISTORY

Educational Institution:	Highest Grade Completed:

EMPLOYMENT HISTORY

Employer:	Job Title:	Reason for Leaving:

Job Duties:

Employer:	Job Title:	Reason for Leaving:

Job Duties:

Assessment Information

ACADEMIC LEVELS

Name of Assessment:	Student, H.S. or Less
Basic Skills Grade Level:	Student, attending Post H.S.
Reading Score: (Pre) (Post)	Out of School, H.S. Dropout
Math Score (Pre) (Post)	Out of School, H.S. Graduate

Challenges to Employment :

Career Goal:

Career Guidance Needs:

Participant Name: _____

Assessment Information Cont.

Assessment Results Summary:

Youth Program Elements to be Provided During Quarter

PROGRAM ELEMENT	ESTIMATED BEGIN/END DATES	NAME OF PROVIDER
☐ Tutoring, Study Skills for HS Completion and/or Dropout Prevention (Priority Element)		
☐ Alternative Secondary School Services		
☐ Paid/Unpaid Work Experiences – Summer & Year Round Pre-Apprenticeships Internships & Job Shadowing On-the-Job training opportunities		
☐ Occupational Skills Training		
☐ Education offered in context as workforce preparation activities & training for a specific occupation		
☐ Leadership Development Opportunities		
☐ Supportive Services		
☐ Adult Mentoring		
☐ Follow-up Services		
☐ Comprehensive Guidance and Counseling Services		
☐ Financial Literacy Education		
☐ Entrepreneurial Skills Training		
☐ Labor Market & Employment Information		
☐ Transitional Activities to Post-Secondary Education & Training		

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 Reviewed)   (Initials)   (Date Reviewed)

Third Qtr: _____   _____   **Fourth** Qtr: _____   _____
               (Initials)   (Date Reviewed)   (Initials)   (Date Reviewed)