



Basic Food Employment & Training (BFET) Individual Employment Plan

Participant Name:
BFET Provider:
Case Manager:

EJAS ID:
Contractor Code:
Date of Intake:

Employment Goals

Career Plan:	
Wage Expectation:	
Immediate Job Goal(s):	
Target Employment Date:	

Skills and Qualifications

Education

<input type="checkbox"/> High School Diploma or Equivalent:	Notes:
<input type="checkbox"/> College Education	Degree: Notes:
<input type="checkbox"/> Vocational Training:	Certificate: Notes:

Work Experience

Number of employers in past five years: <i>List Employment History on separate sheet or attach a recent resume to this IEP.</i>	Notes:
<input type="checkbox"/> No work experience in the past five years.	

Transferrable Skills

<input type="checkbox"/> Customer service	<input type="checkbox"/> Problem solving Skills	<input type="checkbox"/> Administrative support
<input type="checkbox"/> Write clearly	<input type="checkbox"/> Calculate, compute	<input type="checkbox"/> Manage/Supervise people
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Active Listening	<input type="checkbox"/> Lead/facilitate meetings
<input type="checkbox"/> Multilingual	<input type="checkbox"/> Managing time	<input type="checkbox"/> Program/Project Management
<input type="checkbox"/> Verbal Communication Skills	<input type="checkbox"/> Being punctual	<input type="checkbox"/> Other:
<input type="checkbox"/> Handle food	<input type="checkbox"/> Cooperating/teamwork	<input type="checkbox"/> Other:
<input type="checkbox"/> Manage money	<input type="checkbox"/> Follow instructions	<input type="checkbox"/> Other:
	<input type="checkbox"/> Construct or repair	<input type="checkbox"/> Other:
<input type="checkbox"/> Operate office equipment	<input type="checkbox"/> Drive or operate vehicles	<input type="checkbox"/> Other:
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Operate tools and machinery	<input type="checkbox"/> Other:
<input type="checkbox"/> Organized	<input type="checkbox"/> Office Management	

Other Qualifications

Certificate:	
Professional License:	
Other:	

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Assessed Employment Barriers	
Participant Employment Barriers	Services to Address Barriers
<input type="checkbox"/> Lack of Skills	
<input type="checkbox"/> High School Diploma or Equivalency	
<input type="checkbox"/> Lack of Qualifications for Desired Employment	
<input type="checkbox"/> Lack of Employment History or sustained employment	
<input type="checkbox"/> Limited English Proficiency	ESL Level:
Are you aware of any other barriers to employment	<p style="text-align: center;">Yes</p> <p style="text-align: center;">NO</p> <p style="text-align: center;">(do not document actual barriers)</p>
<input type="checkbox"/> Criminal Record affecting Employment	
<input type="checkbox"/> Required Employment Verification (i.e. ID / Birth Certificate, Driver's License, SSN Card)	
<input type="checkbox"/> Lack of necessary resources (i.e. childcare, transportation, personal hygiene)	
<input type="checkbox"/> Housing	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	

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Employment Plan

eJAS opening case note must include specific activities.

<input type="checkbox"/> Basic Education	
BE activity may include the following: <ul style="list-style-type: none"> Education in basic computer skills Literacy or math training High School Plus (HS+) High School Equivalency preparation (formerly GED) Basic Education for Adults (BEaA) 	Start: Activity Change date(if applicable)
<input type="checkbox"/> English Language Acquisition	
ELA activity assists individuals who are English language learners improve skills in reading, writing, speaking, and comprehension of the English language that leads to: <ul style="list-style-type: none"> Attainment of a secondary school diploma or its recognized equivalent; or Transition to postsecondary education and training; or Employment 	Start: Activity change date (if applicable)
<input type="checkbox"/> Vocational Education	
Services include occupational assessment, entry-level job skills training, customized training, institutional skills training, and upgrade training. VE activity must be: <ul style="list-style-type: none"> Credentialed or Recognized by an independent third party or Accepted by local industry employers. 	Start: Activity change date(if applicable)
<input type="checkbox"/> Integrated Education and Training	
IET activity provides Basic Education and/or English Language Acquisition activities concurrently and contextually with Vocational Education activities.	Start: Activity change date (if applicable)
<input type="checkbox"/> Work-Based Learning	
Work Based Learning includes a placement with an employer to complete activities outlined in a training plan for a: <ul style="list-style-type: none"> <input type="checkbox"/> Internship <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Apprenticeship <input type="checkbox"/> On-the-job Training 	Start: Activity change date (if applicable)
<input type="checkbox"/> Job Search Training	
Job Search Training may include, but not limited to: <ul style="list-style-type: none"> Resume writing Interview skills 	Start: Activity change date (if applicable)

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<ul style="list-style-type: none"> Master application Workplace etiquette 	
<input type="checkbox"/> Life Skills	
Life Skills may include, but not limited to: <ul style="list-style-type: none"> Work Preparation Health and well-being Effective communication Personal strength builders Community engagement 	Start: Activity change date (if applicable):
<input type="checkbox"/> Supervised Job Search	
Supervised Job Search activity may include, but not limited to: <ul style="list-style-type: none"> Use of computer, email, fax, telephone Search of job listings Securing identification, professional license or certifications 	Start: Activity change date (if applicable)
<input type="checkbox"/> Job Retention Services	
JRS may include, but not limited to: <ul style="list-style-type: none"> Counseling Coaching Case management Participant reimbursement 	Start: Activity change date (if applicable)



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Declaration and Signature

The following are the requirements to participate in the Basic Food Employment & Training (BFET) program:

- Receive Basic Food Assistance from DSHS;
- Not receiving Temporary Assistance for Needy Families (TANF), Refugee Cash Assistance (RCA) or other cash assistance under Title IV such as Tribal TANF
- Be able to work at least 20 hours per week;
- Cooperate with the requirements of this Individual Employment Plan; and
- Meet with your BFET case manager at least monthly.

I, _____, have read the requirements and agree to abide by them.
(Print Name)

Yes No I understand this form and the contents have been explained to me in my primary language.

Client Signature

Date

Case Manager Signature

Date

Interpreter Signature (required if client cannot understand this form in English)

Date

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this BFET provider is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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Employment History

Employer:			
Employment Dates	From:	To:	
Wages:		Hours Per Week:	
Job Title:			
Work Performed:			
Reason for Leaving:			

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Wages:		Hours Per Week:	
Job Title:			
Work Performed:			
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