Client Name:       EJAS ID:

BFET Provider:       Contractor Code:

Case Manager:       Date of Intake:

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| **Employment Goals** |
| Career Plan: |       |
| Wage Expectation: |       |
| Immediate Job Goals(s): |       |
| Target Employment Date: |       |

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| **Skills and Qualifications** |
| Education |
| [ ]  High School Diploma or Equivalent  | Notes:        |
| [ ]  College Education | Degree:        | Notes:        |
| [ ]  Vocational Training | Certificate:        | Notes:        |
| Work Experience |
| Number of employers in past 5 years: *List Employment History on separate sheet* |       |
| [ ]  No work experience in the past year |
| Transferrable Skills |
| [ ]  Customer service | [ ]  Solve problems | [ ]  Organized |
| [ ]  Write clearly | [ ]  Calculate, compute | [ ]  Manage people |
| [ ]  Speak in public | [ ]  Listening | [ ]  Run meetings |
| [ ]  Speak multiple languages | [ ]  Managing time | [ ]  Direct projects |
| [ ]  Communicate verbally | [ ]  Being punctual | [ ]  Other:       |
| [ ]  Handle food | [ ]  Cooperating | [ ]  Other:       |
| [ ]  Manage money | [ ]  Follow instructions | [ ]  Other:       |
| [ ]  Take orders | [ ]  Construct or repair | [ ]  Other:       |
| [ ]  Operate office equipment | [ ]  Drive or operate vehicles | [ ]  Other:       |
| [ ]  Computer Skills | [ ]  Operate tools and machinery | [ ]  Other:       |
| Other Qualifications |
| Certificate: |       |
| Professional License: |       |
| Other: |       |

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| **Assessed Employment Barriers** |
| Client Employment Barriers | Services to Address Barriers |
| [ ]  Lack of Skills |       |
| [ ]  High School Diploma or Equivalency |       |
| [ ]  Lack of Qualifications for Desired Employment |       |
| [ ]  Lack of Employment History |       |
| [ ]  Limited English Proficiency | ESL Level:       |       |
| [ ]  Physical Health Incapacities |       |
| [ ]  Mental Health Incapacities |       |
| [ ]  Substance Use |       |
| [ ]  Criminal Record affecting Employment |       |
| [ ]  Required Employment Verification (i.e. ID / Birth Certificate, Driver’s License, SSN Card) |       |
| [ ]  Lack of necessary resources (i.e. childcare, transportation, personal hygiene) |       |
| [ ]  Housing |       |
| [ ]  Other:       |       |
| [ ]  Other:       |       |

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| **Employment Plan** |
| [ ]  **Basic Education**  |
| BE activity may include the following:* Education in basic computer skills
* Literacy or math training
* High School Plus (HS+)
* High School Equivalency preparation (formerly GED)
* Basic Education for Adults (BEdA)
 | Start:       |
| [ ]  **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:* Attainment of a secondary school diploma or its recognized equivalent; or
* Transition to postsecondary education and training; or
* Employment
 | Start:       |
| [ ]  **Vocational Education**  |
| Services include occupational assessment, entry-level job skills training, customized training, institutional skills training, and upgrade training. VE activity must be:* Credentialed or
* Recognized by an independent third party or
* Accepted by local industry employers.
 | Start:       |
| [ ]  **Integrated Education and Training**  |
| IET activity provides Basic Education and/or English Language Acquisition activities concurrently and contextually with Vocational Education activities. | Start:       |
| [ ]  **Work-Based Learning**  |
| Work Based Learning includes a placement with an employer to complete activities outlined in a training plan for a:**[ ]** Internship**[ ]** Pre-Apprenticeship**[ ]** Apprenticeship**[ ]** On-the-job Training | Start:       |
| [ ]  **Job Search Training**  |
| Job Search Training may include, but not limited to: * Resume writing
* Interview skills
* Master application
* Workplace etiquette
 | Start:       |
| [ ]  **Life Skills**  |
| Life Skills may include, but not limited to:* Work Preparation
* Health and well-being
* Effective communication
* Personal strength builders
* Community enagement
 | Start:       |
| [ ]  **Supervised** **Job Search** |
| Supervised Job Search activity may include, but not limited to:* Use of computer, email, fax, telephone
* Search of job listings
* Securing identification, professional license or certifications
 | Start:       |
| [ ]  **Job Retention Services**  |
| JRS may include, but not limited to:* Counseling
* Coaching
* Case management
* Participant reimbursement
 | Start:       |
| [ ]  **Job Retention Service Extension**  |
| JRSE may include, but not limited to: * Counseling
* Coaching
* Case management
* Financial Empowerment Training
* Participant reimbursement
 | Start:       |

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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.

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| 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. |

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

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

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

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