

Ticket to Work Program

Workforce Individual Work Plan

★ Updated December 2019

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This form represents the Social Security Administration's (SSA) approved Individualized Work Plan (IWP) to be used with Ticket Holders that participate in SSA's Ticket to Work Program.

National Disability Institute (NDI) completed this project with federal funds awarded to Maher & Maher under contract number 1630DC-19-F-00021 DE TA Phase II, from the U.S. Department of Labor, Employment and Training Administration. The contents of this publication do not necessarily reflect the views or policies of the Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

Employment Network Contact Information:

EN Name: Career Center for All IWP Date: 12.02.2019
DUNS #: 01-123-5678
Address: 11 Job Road City/State/Zip: Anywhere, XX, 12345
Phone: (123) 456-7890
Email: info@CareerCenterEN.com
EN Business Model: Traditional Services Consumer Directed Services Employer/Employer Agent

Ticket Holder Contact Information:

Name: Chris Smith
Address: 22 Success Ave. City/State/Zip: Anywhere, XX 12345
Phone: (222) 333-4567 Mobile Land Line
SSN: 000-11-2345
Email: chris.smith@provider.com
Date of Birth: 01/01/1960

Other Contact:

Name: NA
Address: City/State/Zip:
Phone: Mobile Land Line
SSN:
Email:

Educational Background:

No HS Diploma GED HS Diploma Post-Secondary credits, no degree
 Associates Degree Bachelor's Degree Master's degree or higher

Recent Work Activity:

I had no earnings in the last 18 months
 I am currently working, OR, had earnings within the last 18 months as indicated below:
06/18 05/18 04/18 03/18 02/18 01/18 MM/YY MM/YY MM/YY
MM/YY MM/YY MM/YY MM/YY MM/YY MM/YY MM/YY MM/YY MM/YY

Method of IWP Completion: Face to Face Phone/video conference

Career Counseling Discussion:

Date of Discussion: 12.22.2017
Method of Discussion: Face-to-Face Telephone
Staff Providing Counseling: Jim Guidance

Discussion Summary (include career plans, interests, job market prospects, and viability of short and long-term goals):

Local labor market information was reviewed with Chris regarding solar installation businesses. LMI shows this is a growing field with opportunities for advancement.

Chris has the motivation and background to succeed in this career path, given his interest in electronics, and credits from college focused on electrical technology (not completed). EN provider will assist Chris in pursuit of additional certifications which will support his career advancement. Based on his condition, Chris does not feel there will be any need for accommodations on the job.

Employment Goals:

2018 Trial Work Level = \$850 / SGA Level = \$1,180, Blind SGA Level = \$1,970

(Goals should include job title, projected date of attainment, and expected monthly earnings)

Short-term Employment Goal Summary:

(Target goal next 3-18 months)

Chris wants to work in the "green industry" with the goal of working for a large local solar energy provider (Green Star). Chris would like to obtain employment as a Solar Panel Installer by February, 2020, with projected earnings of \$1,700/month.

Has Ticket holder's previous employment provided any experience relative to the achievement of this goal?

Yes No

If yes, explain: Chris recently worked for a company that assembles electronic components and wiring harnesses which is experience relevant to the current goal of Solar Panel Installer.

Long-term Employment Goal Summary:

(Target goal within 3 years)

Chris would like to become a Certified Solar Panel Installer through his future employer in order to advance within the solar industry. He would like to accomplish this by October 2021, with projected earnings of \$3,000/month.

Has Ticket holder's previous employment provided any experience relative to the achievement of this goal?

Yes No

If yes, explain: Previous work in electronic assembly is a transferable skill that will help him advance quickly within the solar industry, as well as his previous college studies.

Supports and Services to be Provided:

Check all boxes that apply and use space for narrative to explain how service will contribute to the achievement of the Ticket holder's employment goals. Listed services will be provided by Workforce EN staff.

Job search or placement services (required if not working)

EN provider will assist Chris in connecting with state job bank, and will meet with Chris weekly to review job leads until desired employment is secured. EN provider will also connect Chris with Career Center staff that will support his job search.

Job accommodation assistance / planning

EN provider will assist Chris in understanding how to access job accommodations should they be required, however, he does not believe this will be necessary.

Resume Development

EN provider will assist Chris in updating his current resume, and will help him update resume again once employment is secured so he is prepared for the next job search should that be necessary.

Social Security disability benefits and work incentive advisement

Providing internally (certified advisor on staff), OR

Referred to Work Incentive Planning Assistance (WIPA)

List WIPA Agency: A to Z Employment Services

Services from local American Job Center (AJC):

Chris will access job bank and various workshops at the Career Center.

Training (specify type/source):

Certified Solar Panel installation training will be accessed through employer if possible, and if not, EN provider will assist Chris in finding another source for this certification.

Continuing Employment Supports:

Provided to Participants after job placement

Check boxes that apply, and explain how the services will contribute to the achievement of the Ticket holder's short and long-term goals:

Regular follow up with Ticketholder (mandatory)

EN provider will continue to support Chris by providing SSA disability benefits and work incentive guidance. Additionally, EN provider will assist with career advancement strategies, and will provide Chris guidance on job accommodations should they be required. EN provider will also assist Chris with referrals to support his financial goal of becoming a home owner, including referrals to Neighborhood Housing Authority that assists with first time home loans.

Job Stabilization and Retention

Career Advancement Counseling

EN provider will assist Chris in finding appropriate training for certification as a Solar Panel Installer if this is not offered through his future employer.

Other (please specify)

The following terms and conditions apply to the EN and the Participant identified in Employment Network and Ticket Holder Contact Information above:

1. The EN and the Ticket holder shall inform one another immediately of any changes in the contact information shown in Part One above.
2. The Ticket holder shall report all earnings to the EN and to Social Security.

3. The Ticket holder shall authorize the EN to contact employers on the Ticket holder's behalf, as necessary, to verify or obtain evidence of the Ticket holder's work and earnings.
4. The EN may not request or accept compensation from the Ticket holder for the costs of services and supports provided the Ticket holder under the IWP.
5. The EN shall use only qualified employees and/or providers to provide supports and services to the Ticket holder.
6. The EN shall establish and explain to the Ticket holder a process to resolve any disputes that arise under this IWP, including the process for escalating an unresolved dispute to Social Security.
7. The EN shall inform the Ticket holder of the availability of, and contact information for, free protection and advocacy services under the Protection and Advocacy for Beneficiaries of Social Security program.
8. The EN shall inform the Ticket holder of annual Timely Progress Reviews (TPR) performed by Social Security to assess the Ticketholder's work progress, and explain to the Ticket holder the TPR guidelines. (See: <http://www.ssa.gov/pubs/EN-05-10062.pdf>)
9. The EN shall keep private and confidential the Ticket holder's personal information, including his or her Social Security Number and disability, and shall maintain all private and confidential information in a secure area.
10. The EN shall provide the Ticket holder with a copy of the completed IWP, as well as any subsequent changes to the IWP, in the Ticket holder's preferred format.
11. Both the Ticket holder and the EN must agree to any change to the IWP. All changes to the IWP must be in writing and supported by evidence of mutual consent.
12. The EN shall provide the Ticket holder with a copy of his or her EN file upon request.
13. Either the Ticket holder or the EN may choose unilaterally to un-assign the Ticket at any time by notifying the other in writing, thereby terminating the Ticket holder-EN relationship established by the IWP.
14. Upon approval of the IWP by both the Ticket holder and the EN, the Ticket holder acknowledges assignment of his or her Ticket to the EN and the EN acknowledges acceptance of that Ticket.
15. Are there any other terms and conditions relating to the implementation and administration of this IWP?
 Yes No If yes, list additional terms and conditions: None
16. Will the EN coordinate or arrange for medical and/or related health services to the Participant?
 Yes No If yes, please explain:

I choose to participate in the Ticket to Work Program with the Employment Network (EN) named below. I understand that my EN will provide me employment support to help me find a job, increase my earnings, and reduce my reliance on cash benefits. I have read and understand the requirements, obligations, terms, and conditions expressed in this IWP. I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.

Ticket holder Signature _____ 12.22.19
 Date

EN Representative Signature _____ 12.22.19
 Date