



## Brighter Futures Youth Individual Development Plan (IDP)

Youth Name \_\_\_\_\_ DOB \_\_\_\_\_ Date \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 School \_\_\_\_\_ Career Planner Name \_\_\_\_\_

### Framework

- Directly linked to one or more indicators of performance
- Based on the objective assessment
- Identifies a career pathway that includes education and employment goals

Brief Assessment Overview	
<i>Identify personal, educational, occupational, financial, medical, childcare, transportation, housing, food/nutrition</i>	
Challenges (Barriers)	Service/Resource/Partner Agency Referral

Goals		
<i>Identify personal, educational, and occupational short- and long-term goals</i>		
Goal Type	Short-Term Goal	Long-Term Goal
Educational Goal		
Occupational/ Employment Goal		
Personal/Social Goal		

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**Program Elements Needed to Achieve Goal**

*Youth are required to have access to all fourteen WIOA Youth program elements. Please select elements based on needs identified on the participant's objective assessment.*

<b>Improving Educational Achievement</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Tutoring: study skills training, and instruction leading to secondary school completion, including dropout prevention dropout recovery services				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
<i>Action Steps/Referrals:</i>				
<i>Comments:</i>				
<input type="checkbox"/> Alternative secondary school offerings				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
<i>Action Steps/Referrals:</i>				
<i>Comments:</i>				
<input type="checkbox"/> Postsecondary preparation and transition activities				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
<i>Action Steps/Referrals:</i>				
<i>Comments:</i>				
<b>Preparing for and Succeeding in Employment</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Paid & unpaid work experience (summer employment, pre-apprenticeship programs, internships, job shadowing, OJT) with Academic & occupational education				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
<i>Action Steps/Referrals:</i>				
<i>Comments:</i>				
<input type="checkbox"/> Career Awareness, Career Exploration and Career Counseling, Labor market & employment information including career awareness,				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:

career counseling, and career exploration services				
Action Steps/Referrals:				
Comments:				
<input type="checkbox"/> Education offered concurrently with workforce preparation and training for a specific occupation				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<b>Preparing for and Succeeding in Employment</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Occupational skills training				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<input type="checkbox"/> Entrepreneurial skills training				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<b>Supporting Youth</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Supportive services				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<input type="checkbox"/> Adult mentoring				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				

<input type="checkbox"/> Comprehensive guidance & counseling (may include drug & alcohol abuse counseling & referral)				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<input type="checkbox"/> Follow-up				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<b>Developing the Potential of Young People as Citizens &amp; Leaders</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Leadership development opportunities/ Opportunities to develop social behaviors, other soft skills, and leadership opportunities				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<input type="checkbox"/> Financial literacy				<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Action Steps/Referrals:				
Comments:				
<b>Potential Barriers to Goal Achievement</b>				

**Youth and Career Planner Agreements:**

**For Youth - I agree to:**

- Contact my Career Planner monthly or as often as necessary to update my progress on this plan. I understand that my case can be closed if I go 90 days without participating in a service.
- Let my Career Planner know of any problems which would cause changes to any activities or

interfere with completing the plan.

- Seek, accept, and maintain employment that meets my planned goal(s) as stated above.
- Contact my Career Planner when I become employed and provide all necessary information pertaining to the job.
- Stay in contact with my Career Planner for up to a year after exiting the program to maintain and support meeting my goals.

**For the Career Planner – I agree to:**

- Assist with the appropriate career guidance, training, and supportive services.
- Coordinate with other agencies and programs to help you obtain needed services.
- Monitor your participation and progress in the activities above.
- Assist you in your search for employment.
- Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

Youth Signature	Date
Career Planner Signature	Date

<b>Youth Individual Development Plan (IDP) Updates (must update at least every 90 days)</b>			
<b>Date</b>	<b>Case Note Update</b> Include any progress, such as but not limited to measurable skill gains, other goal completions	<b>Youth Initials</b>	<b>Career Planner Initials</b>