

## Services Summary Chart: Near West American Job Center Partners

PARTNER	BENEFITS OFFERED	BASIC ELIGIBILITY
<b>American Job Center Core Services</b>	<ul style="list-style-type: none"> <li>• Resource Center w/ internet access, printer, fax, phones</li> <li>• workshops on resume writing, interviewing, using social media for job search and basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• open to ALL</li> <li>• no eligibility documentation requested</li> </ul>
<b>WIOA</b> Workforce Innovation & Opportunity Act	<ul style="list-style-type: none"> <li>• funding for technical &amp; vocational skills training</li> <li>• job search guidance &amp; assistance</li> </ul>	<ul style="list-style-type: none"> <li>• 18 years old and up</li> <li>• low income OR dislocated worker</li> </ul>
<b>TAA</b> Trade Adjustment Assistance	<ul style="list-style-type: none"> <li>• funding for adult basic education (GED/ESL)</li> <li>• funding for technical and vocational skills training</li> <li>• funding for degree attainment</li> <li>• job search guidance &amp; assistance</li> </ul>	<ul style="list-style-type: none"> <li>• dislocated worker as a result of the job leaving the country</li> <li>• appear by name on a TAA certified petition worker list</li> </ul>
<b>CCLC</b> Chicago Citywide Literacy Coalition	<ul style="list-style-type: none"> <li>• career pathways navigator (in reference to adult education next steps and beyond)</li> </ul>	<ul style="list-style-type: none"> <li>• 18 years old and up</li> </ul>
<b>ADULT ED</b>	<ul style="list-style-type: none"> <li>• prep for GED, US and Illinois Constitution Exams</li> <li>• develop literacy and numeracy skills</li> <li>• small class sizes</li> <li>• rolling enrollment</li> </ul>	<ul style="list-style-type: none"> <li>• 18 years old and up</li> <li>• low test scores on literacy/ numeracy exam <u>OR</u></li> <li>• adults seeking GED</li> </ul>
<b>IT Bridge Program</b>	<ul style="list-style-type: none"> <li>• IT career advice while developing literacy and numeracy skills</li> <li>• small class sizes with rolling enrollment</li> <li>• access to IT Essentials: a Cisco Academy course that can be done at home and teaches A+ type material to build background knowledge before IT training</li> <li>• Paid Work Experience (with recent IT credential)</li> </ul>	<ul style="list-style-type: none"> <li>• TABE scores of GLE 5 to 8</li> <li>• adults seeking GED</li> <li>• demonstrated interest in a career in IT</li> </ul>
<b>Veterans Forward Program</b>	<ul style="list-style-type: none"> <li>• specialized services for veterans transitioning to civilian careers</li> <li>• individualized coaching for job search (focus on referrals)</li> <li>• weekly job search support team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• veteran with a DD214 with a discharge status</li> </ul>
<b>Ready 2 Work</b> Program w/ Legal Aid Chicago	<ul style="list-style-type: none"> <li>• free legal assistance for job seekers facing legal barriers to employment</li> </ul>	<ul style="list-style-type: none"> <li>• low income</li> <li>• Cook County resident</li> </ul>
<b>IDES</b> Illinois Department of Employment Security	<ul style="list-style-type: none"> <li>• unemployment benefits</li> <li>• Illinois Job Link</li> <li>• specialized services for veterans</li> <li>• Fidelity Bonding (insures a business hiring at risk job applicants)</li> </ul>	<ul style="list-style-type: none"> <li>• dislocated workers</li> <li>• job seekers</li> </ul>
<b>Construction Works</b>	<ul style="list-style-type: none"> <li>• Assistance connecting to and applying for tollway construction jobs, union and nonunion roles</li> <li>• Referrals to construction, labor, and green training and as well as apprenticeship union programs</li> </ul>	<ul style="list-style-type: none"> <li>• 18 years of age or older</li> <li>• eligible to work in the USA</li> <li>• unemployed, underemployed or seeking career growth in the construction industry</li> </ul>
<b>SCSEP</b> Senior Community Service Employment Program	<ul style="list-style-type: none"> <li>• subsidized employment and training</li> <li>• paid community service assignments at local public and non-profit organizations</li> <li>• computer training, job readiness training &amp; supportive services</li> </ul>	<ul style="list-style-type: none"> <li>• age 55+</li> <li>• low income</li> <li>• unemployed</li> </ul>

<b>DRS</b> Division of Rehabilitation Services	<ul style="list-style-type: none"> <li>technical skills training for individuals w/ disabilities</li> <li>job search assistance for individuals w/ disabilities</li> <li>funding for assistive technology for job seekers w/ disabilities</li> </ul>	<ul style="list-style-type: none"> <li>documented disability</li> </ul>
<b>IDHS</b> Illinois Department of Human Services	<ul style="list-style-type: none"> <li>public benefits (medical, SNAP, cash, child care)</li> <li>substance abuse services</li> <li>mental health services</li> <li>specialized services (homeless, teen parents, domestic violence)</li> <li>food pantry connection</li> </ul>	<ul style="list-style-type: none"> <li>low income</li> </ul>
<b>Up 2 Us Sports</b>	<ul style="list-style-type: none"> <li>hire and train adults and veterans as coach mentors for youth sport programs</li> <li>provide trauma-informed training for youth programs</li> <li>AmeriCorps Partner Program</li> </ul>	<ul style="list-style-type: none"> <li>18 years old and up</li> <li>have high school diploma or GED, or currently working toward completion of either</li> </ul>
<b>CHA</b> Chicago Housing Authority Services	<ul style="list-style-type: none"> <li>individualized career coaching for CHA residents</li> <li>Basic Computer Skills Workshops</li> <li>Resume Development Workshop (hands on)</li> </ul>	<ul style="list-style-type: none"> <li>current CHA resident</li> </ul>
<b>NLEI</b> National Latino Education Institute	<ul style="list-style-type: none"> <li>Educational fast track offerings in renewable energy, clinical lab, bilingual medical assistant, office medical specialist, customer service for healthcare; employment services included with all options</li> </ul>	<ul style="list-style-type: none"> <li>18 years old and up</li> <li>GED/high school diploma</li> <li>WIOA participants welcome</li> </ul>
<b>Job Corps</b>	<ul style="list-style-type: none"> <li>career technical training (classroom)</li> <li>work-based learning (onsite with employers)</li> <li>job search assistance</li> <li>education support (GED/high school diploma)</li> </ul>	<ul style="list-style-type: none"> <li>16 to 24 years old</li> <li>low income</li> </ul>

**Note** Generally most programs listed also look for the following:

- authorized to work in US
- willing to sign consents, submit documents
- want services
- ready to work

### Not sure where to refer?

Just choose from our **word bank of services** below and input under 'reason for referral' on the Partner Referral Form.

Resume Prep	Interview Prep	Job Search Guidance	Basic Computer Skills	Vocational Training	Adult Basic Education (GED/ESL)
Services for Ind. w/ Disabilities	Veteran Services	Youth Programs	Citizenship Prep	Services for CHA Residents	Work-based Learning
Food Pantry	IT Career Basics	Health Care	Legal Assistance	Mental Health Services	Literacy/Numeracy Skills

## Referral Instructions

### Sending Referrals

1. Fill out the Partner Referral Form and provide the customer with a copy. If you need a form, just send an email to [pilsenreferrals@nationalable.org](mailto:pilsenreferrals@nationalable.org) and request one. **NOTE:** Specific medical information/needs should not be put on the referral.
2. Email the Partner Referral Form to [pilsenreferrals@nationalable.org](mailto:pilsenreferrals@nationalable.org) or fax to 312-994-8352. The customer can also take his/her referral form to the 2<sup>nd</sup> floor front desk and submit in person.

### Receiving Referrals

1. Monitor email for incoming referrals. All referrals will be sent via email to the receiving agency, even if initially received via fax.
2. Respond to the referral email so we know it was received.
3. Outreach to the interested customer.

**Important Note for WIOA-mandated Partners (WIOA, TAA, IDES, DRS, DHS, Adult Ed, SCSEP):** It is required that the receiving program respond confirming **both** receipt of the referral and outreach to the customer within **2 business days** of the referral.