

## Purpose:

The suitability process uses a combination of system generated recommendations in combination with a career planner review to ensure customers are suitable for a program. The initial system recommendation identifies training programs where the customer meets the baseline requirements. The next step is to have a career planner review the recommendations with the customer to identify the best training program based on baseline requirements and their skills, interests, and goals. This process includes three main steps:

1. Customer completes the online suitability application. Submitting the application populates Illinois Workforce Development System (IWDS) with the customer's information that will be used to certify their WIOA in-school youth/out-of-school youth application.
2. Training program "hard stop" data in the Illinois workNet system is compared to each customer's responses as they complete the pre-screening section. If there is a potential training program match for the customer (based on comparing "hard stops"), the customer may complete the application section. If there are no potential matches, the customer is directed to their LWIA.
3. Staff completes the suitability by:
  - a. Reviewing the customer's Pre-Screening and Application responses;
  - b. Comparing their responses to the training program baseline requirements; and
  - c. Discussing the results and options with the customer to identify a good customer/program match.

## Who Enters/Maintains Data:

**Customers** complete the online application. Once the application is submitted, the customer cannot update the information.

**Provider staff** can update their customer's online training suitability application. Updates can be made to the application until the customer's status changes from inquirer to applicant. At that point, the application is locked.

**Provider staff** accesses the customer's Suitability page to review the information and recommend enrollment.

## How **Customers** Access the Youth Apprenticeship and Career Pathway Online Suitability Application:

1. Go to [www.illinoisworknet.com/YACApply](http://www.illinoisworknet.com/YACApply).
2. **Customers** login with their existing Illinois workNet account. If they do not have an Illinois workNet account, they should setup an account.
3. Agree to the **Terms of Use** and complete the **Pre-Screening** section of the application.
  - a. The system will check to see if there are training programs available that match their skills and interests. If there is one or more training programs, they can continue with answering baseline questions.
  - b. The system will check to see if they meet the baseline requirements for any training programs. If there is a match with one or more training programs, they can continue with completing the online application.
4. Complete the **Application** section. Customers can preview their answers and make updates. Once the application is submitted, they will not be able to make changes.
5. Once started, the application is available in [www.illinoisworknet.com](http://www.illinoisworknet.com).

- a. Select **My Dashboard** then select **Dashboard** to access the Youth Apprenticeship and Career Pathway Online Suitability Application.

**How Partners Access the Youth Apprenticeship and Career Pathway Customer Information:**

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard** then select **Dashboard/Partner Tools**.
3. Select **Customer Support Center**.
4. Select the **Groups** in the top menu.
5. Select **Youth Apprenticeship and Career Pathway**.
6. Select the **customer's** name to access their information.

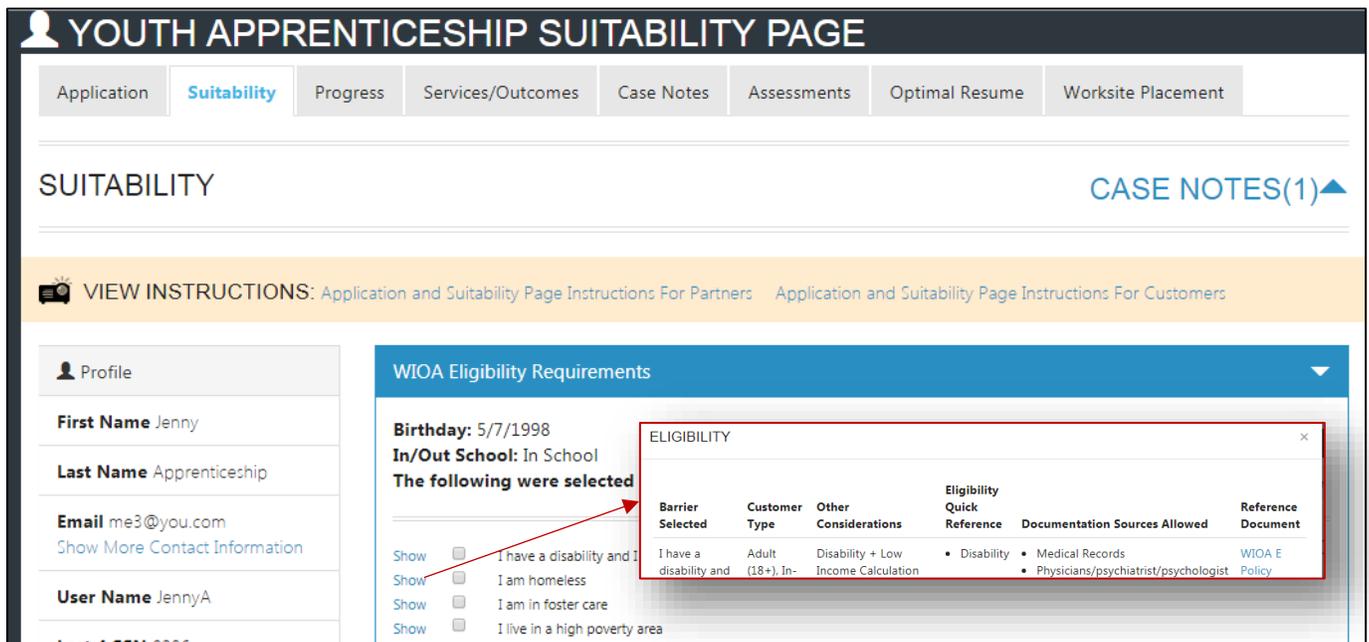
**Shortcut Tip:**

Go to [www.illinoisworknet.com/YACPpartners](http://www.illinoisworknet.com/YACPpartners).

Select the link to the **Youth Apprenticeship and Career Pathways Partner Tools**.

**Partners Review Customer Suitability Information in Illinois workNet**

1. Select the customer's **Suitability** tab.
2. Review the **WIOA Eligibility Requirements**. Review the information with the customer to make sure they understand the requirements and meet the eligibility requirements. Barriers selected in the customer's application will be check in the WIOA Eligibility Requirement section on the suitability page. Collect the required documentation for each barrier. Select the Show link to access a summary of information and policy links related to that requirement.



3. Review the **Employment Goals** to get a better understanding of their goals and a general idea of how much research they have completed in order to identify those goals.
  - a. Provide case notes as needed.
  - b. If changes are needed, select the Application tab and update the appropriate section of the application.
4. Review the **Recommended Training Program** section to see their responses to non-hard stop baseline requirements.

## Complete Online Suitability Application and Suitability Review

Partner Instructions - November 2017 Final

- a. **If there is at least one recommended program**, review program information with the customer. Select the **training program name link** to view the program information.
  - i. If the customer is interested in participating, **select the customer's choice** for a recommended training program.
    1. **Select Recommend for Enrollment** from the **Recommendation** drop down menu.
  - ii. If the customer is not interested in participating, select **Decline to Participate** from the **Recommendation** drop down menu.
- b. **If there are no recommendations**, look at the **View Non-Recommended Training Programs** to identify baseline requirements that were not met.
  - i. Select the **Application** tab to review their response.
  - ii. If the customer misunderstood the question or answered incorrectly, update the appropriate section of the application.
  - iii. If there are no recommendations after your review and updates, select **Not Recommended** from the **Recommendation** drop down menu.

Application
Suitability

Profile

**First Name** Dalton

**Last Name** Day

**Email**  
info@intaked\_siuccwd.com

**User Name** IntakeD

**Last 4 SSN** 6521

**DOB** 11/1/1992

Reset Password

Send Message

WIOA Eligibility Requirements
▲

Employment Goals
▲

Recommended Training Programs
▲

View Non-Recommended Training Programs
▼

Nine "hard stop" baseline requirements are identified in the following table. If the information provided in the customer's application does not align with the training program information, the program will not be recommended. The following table will help you understand why certain programs were recommended and others were not.

Name	Industry	Medical Tests	Drug Test	Vision	Appearance	Taste/Smell	3 or More Tickets	Valid License	Background Check ⚠
Construction	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Food Service	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Radio	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hotel	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Machine	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes