

GUIDANCE TO 2025 APPRENTICESHIP EXPANSION INTERMEDIARY GRANTEES SOCIAL SECURITY NUMBERS & AUTHORIZED TO WORK IN THE US

SOCIAL SECURITY NUMBER

Issue

Currently, the Illinois workNet system requires SSN be entered for all participants. This requirement will be lifted as of 11-05-2025. While participants who choose not to provide their SSN cannot be denied services, collecting this information is essential for the state to conduct longitudinal data analysis, measure program outcomes, and inform continuous improvement efforts.

Guidance to Grantees

Collection of Social Security Numbers (SSNs) is not required for participation in the 2025 Apprenticeship Expansion program. **However, all grantees MUST request Social Security Numbers (SSNs) from all participants.** Participants who decline to provide an SSNs will **not** be denied grant services.

If a participant is still hesitant in providing their entire SSN, please attempt to obtain the last four digits of their SSN, e.g. xxx-xx-5555. Illinois workNet accepts exactly three options for SSN entries:

- If the client provides their full SSN, enter the full SSN in the SSN field in this format: ###-##-####
- If the client provides the last 4 digits of their SSN, enter **ONLY** the last four digits in the SSN field, leaving the initial fields blank: ####
- If the client does not provide any SSN information, leave the entry blank.

Collecting SSNs allows the state to link participants to Unemployment Insurance (UI) wage records. This linkage is critical for conducting **longitudinal analysis**, which enables the state to evaluate long-term outcomes such as employment status, job retention, earnings growth, and career progression.

By matching participant data to UI records, the state can move beyond short-term outputs (like enrollment and completion) and better understand the **effectiveness of training programs over time**. These insights help the state demonstrate program impact to funding stakeholders, improve program design, and ensure apprentices and pre-apprentices are moving into sustainable, high-quality careers.

Verbiage Grantees Can Use with Participants

This project was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The use of your Social Security Number is requested to access wage and employment information through state databases, which helps the state evaluate and improve programs and services. Although you cannot be denied service for failure to provide your Social Security Number, we strongly encourage you to do so to help us demonstrate impact to funders, improve program design, and ensure apprentices and pre-apprentices are moving into sustainable, high-quality careers.

- The collection of this information helps to track the long-term success of this training program.
- Your personal information is kept confidential and secure and will not be shared with any outside agencies other than those involved with the support or oversight of the grant received by DCEO and issued by the U.S. Department of Labor.
- Your information will never be sold or shared with third party agencies.

If you do not wish to provide your full Social Security Number, would you please provide the last four digits?

AUTHORIZED TO WORK IN THE US – GUIDANCE TO GRANTEES

Issue

All participants in the 2025 Apprenticeship Expansion program must be authorized to work in the United States. Federal grant funds may only be used to provide services to individuals who are legally permitted to work. Therefore, grantees must verify that each participant meets this requirement before enrolling them in any grant-funded activities or services.

If a grantee is unable to verify a participant's work authorization status, the participant cannot be served under this grant.

Guidance to Grantees

During the intake process and completing the application within Illinois workNet, a participant must state whether they are authorized to work in the United States. Grantees must verify and document that the individual is authorized to work in the United States. Illinois workNet provides a list of acceptable forms of verification:

- A valid U.S. passport or U.S. Birth Certificate with Place of Birth
- A Permanent Resident Card (Green Card)
- An Employment Authorization Document (EAD) issued by U.S. Citizenship and Immigration Services (USCIS)
- Other documentation authorized under federal law that confirms eligibility to work in the U.S.:
 - Acceptable Documents for INS form I-9
 - Alien Registration card (Right-to-Work)
 - Baptismal Certificate with place of birth
 - Certificate of U.S. Citizenship (INS Form N-560 or N-561)
 - Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)
 - Consular Report of Birth Abroad or Certificate of Birth
 - DD-214/Report of Transfer or Discharge
 - E-Verify with documentation
 - Foreign Passport stamped Eligible to work
 - Hospital Birth Record indicating US Citizenship
 - ID card for use of Resident Citizen in the U.S. (INS Form I-179)
 - IDES or other State's UI (UI Claimant only)
 - Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
 - Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14
 - U.S. Naturalization Certificate
 - U.S. Social Security card (work eligible)
 - Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph
 - Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94
 - Unexpired Reentry Permit (INS I-327)
 - Unexpired Refugee Travel Document (INS Form I-571)
 - Unexpired Temporary Resident Card (INS Form I-688)

Grantees should not collect or retain copies of sensitive identification documents beyond what is necessary for compliance with program or audit requirements. However, verification should be recorded in participant files consistent with applicable federal and state privacy and data protection standards.

If verification of work authorization cannot be confirmed, the participant is not eligible for enrollment, and no services or training may be provided under this grant.

Verbiage Grantees Can Use with Participants

This project was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. Participation in this program requires that all participants be authorized to work in the United States.

To comply with federal requirements, we must verify your eligibility to work before enrolling you in grant-funded services. This information is used solely for verification and compliance purposes and will not be shared beyond agencies involved in the administration or oversight of this program. Your personal information is kept confidential and secure and will never be sold or shared with third-party organizations.

If we are unable to verify your work authorization, we regret that you would not be eligible for enrollment or able to receive services or training funded through this grant.