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Purpose

The intake process uses system generated recommendations in combination with a career planner review to ensure apprentices are suitable for a program. This process includes three main steps:

1. Apprentice completes the online intake form. Illinois workNet system uses the submitted forms to organize apprentices by grantee, generate program recommendations, and populate initial assessment results.
2. Staff completes the intake review by:
 - a. Reviewing the apprentice’s responses related to employment goals and baseline questions.
 - b. Comparing their responses to the training program baseline requirements; and
 - c. Discussing the results and options with the apprentice to identify a good apprentice-to-program match.
 - d. Reviewing eligibility requirements and collecting the appropriate documentation.
 - e. Updating the eligibility status field to:
 - i. Enrolled, or
 - ii. Identify the reason why the apprentice is not going participate and to document recommended next steps or referrals.
3. Grantee staff may contact LWIA staff about interested and eligible apprentices to complete enrollment into WIOA.
4. LWIA staff will complete the IWDS application and verify supporting eligibility documentation if the apprentice is enrolled into WIOA.

Who Enters/Maintains Data

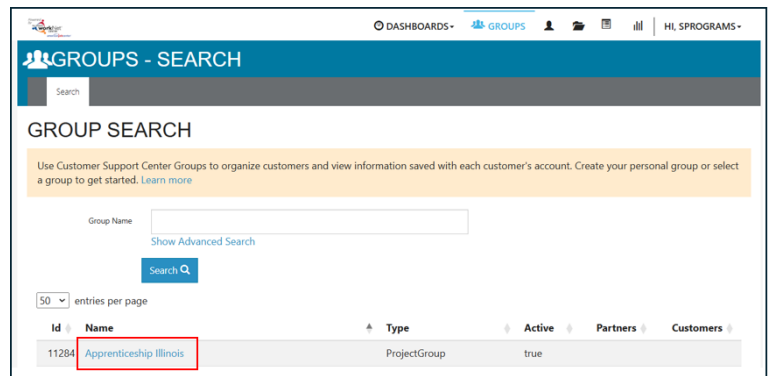
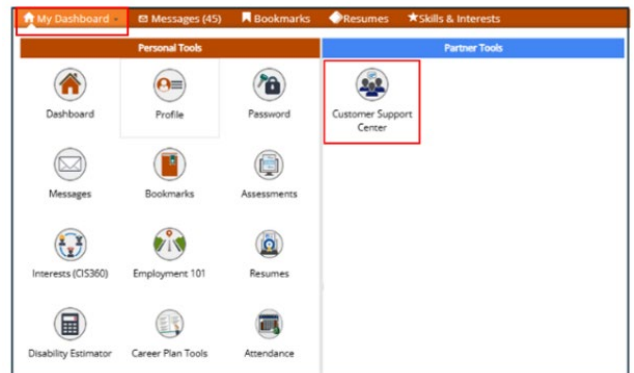
- Apprentices complete the intake form. Once submitted, the apprentice cannot update the information.
- Intermediaries or Specialists can update the online intake form based on the conversation with the apprentice. Updates can be made to the intake form up to the point where the apprentice is enrolled in the Illinois workNet system. At that point, the intake form is locked.
- Intermediary accesses the intake review page to discuss recommended programs, identify required eligibility documentation, and update eligibility status information.

How Apprentices Access the Apprenticeship Illinois Online Intake Form

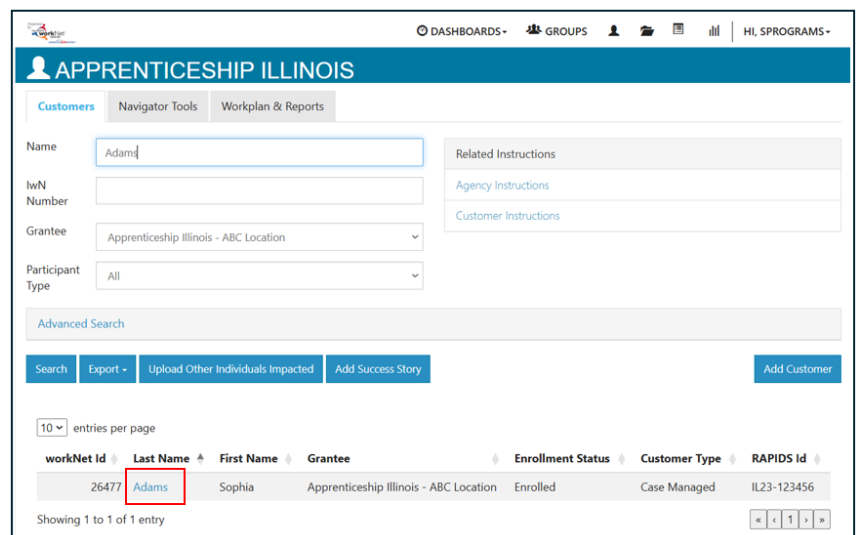
1. Apprentices are added on the group page. They are either sent a link to access the application or will complete the application with the agency representative.
2. An Apprentice login with their existing Illinois workNet account. If they do not have an Illinois workNet account, they must set up an account.
3. Agree to the Terms of Use and complete the Application.
 - a. Goals and situations.
 - b. Training programs options.
 - c. Submit application at the end.
4. Apprentice must complete the application.

How Provider Staff Confirm Eligibility

1. Log into <https://www.illinoisworknet.com>
2. Select **My Dashboard**.
3. Select **Customer Support Center** from the Partner Tools.
4. On the Group Search page, select **Apprenticeship Illinois**.



5. **Search** customer's name from the list.
6. Click on the **Last Name** to open file.



7. Click on **2. Verify eligibility and enroll the customer**. Review the initial assessment before beginning the eligibility review by opening step 1. Customer submits initial online assessment.

APPRENTICESHIP ILLINOIS INTAKE REVIEW

Overview | Intake Review | Career Plan | Outcomes

INTAKE REVIEW CASE NOTES(0)▲

| Action Item | Result | Status |
|---|--------------|-----------------|
| 1. Customer submits initial online application. | Complete | ● Complete |
| 2. Enroll customer. | Complete | ● Complete |
| 3. The customer was provided information that describes the features and how to access their career plan. | Not Complete | ● Action Needed |

2. Verify eligibility and enroll the customer

8. Click **Complete Program Eligibility**.

2. Verify eligibility and enroll the customer

Complete Program Eligibility

Refresh page to show most recent Eligibility results.

Grant:

Enrollment Date:

Enrollment Status:

Save Before enrolling this customer, obtain a signed eligibility form by the participant and career planner.

9. On the eligibility modal, click **Start Eligibility Determination**.

TEST DASHBOARDS- | GROUPS | HI, SPROGRAMS-

ELIGIBILITY DETERMINATION FOR TODD JANSENING

Basic Info | Education | Physical | Financial | Employment | Other

- Print the folder organizer sheets to help you keep the customer file neat, organized, and consistent with other participant folders.
- Go through program eligibility tabs and select the documentation type that was collected to verify eligibility.
 - Include the appropriate documentation in the customer's folder.
 - If you identify additional situations that impact program eligibility and were not included in the initial assessments, identify the documentation type and collect the documentation for the folder.
 - If possible, it is encouraged to collect documentation for all situations identified.
 - However, the customer's services should not be delayed if you can demonstrate the customer is WIOA eligible.

Todd Jansening identified the following items in the initial application on 2/26/2025 that impact WIOA eligibility.

Date of Birth: 5/6/2004
SSN: xxx-xx-6868
Gender at Birth: Male
Are you authorized to work in the US? Yes
Registered with Selective Service: Yes

Start Eligibility Determination

Return to Intake Review

10. Verify each item of the application that was entered or checked by the applicant.

Checked items require verification type before being able to certify eligibility.

- Click on the drop-down arrow to see the various methods of verification.
- Confirm Social Security Number by typing it in the box.
- If a male participant, confirm Selective Service Registration if over 18 years of age. If participant needs to register, click the link by that section.

See Appendix A at the end of the document for Acceptable Verification Documents.

11. Click **Save and Go to Next Tab** OR **Save and Return Later**. If nothing is marked on a page, Click **Save and Go to Next Tab**.

12. Once all items have been verified, a new modal window will open. Click **Determine Eligibility**.

13. The next screen will indicate which program(s) the participant may be eligible. Click **View Eligibility**.

14. Eligibility Verification designates time, date, and who completed the enrollment action. **Review information**.

15. **Print folder organizer sheets** in step 1.

16. Print **Eligibility with Signature Lines** or **Click to Digitally Sign** the application.

- Eligibility with Signature Lines – Print the form. The Case Manager and Apprentice will both sign and date the form. The form will need to be uploaded to the apprentice profile. **Services cannot begin until this form is signed.**
- Click to Digitally Sign - Obtain customer signature and date, case manager signs and dates. Close modal.

17. Click **Return to Intake Review** at the bottom of the eligibility modal.

18. Enroll the apprentice

- a. Select **grant number**.
- b. Select **enrollment date**.
- c. Select **the enrollment status**.
- d. Click **Save**.

19. Step 3. Provide the apprentice with information on how to access their career plan.

- a. **Check the box** next to, "I have provided the customer with features and how to access their career plan."
- b. Click **Go to the Customer's Career Plan**.
- c. Follow directions to create a Career Plan for the apprentice by following the directions in the Career Plan Overview.

If you are going to co-enroll a participant into WIOA Title 1 but do not need to immediately provide service through WIOA follow this process:

- *Add the customer into IWDS with a Career Planning (Case Management) service - a same day service.*
- *Return to the IWDS case file every 90 days to keep it active.*
- *Add an additional episode in that record indicating customer activity and they are still being fully case managed through IL workNet for Apprenticeship Illinois.*

Customer Overview Page

The overview page is a quick glance resource of tasks that have been or need to be completed for a customer.

Service Integration Resource Team

Add any team members that will need access to this customer file.

Intake Review

As items are completed, a green circle with Completed will be visible.

If items are past due, a red circle will be visible.

Career Plan & Documented Services

This section tracks the items related to the customer's career plan and worksite placement.

Outcome Status

This section tracks customer performance for a variety of services.

APPRENTICESHIP ILLINOIS INTAKE REVIEW

Overview | Intake Review | Career Plan | Outcomes

INTAKE REVIEW CASE NOTES(0)▲

Profile: Todd Jansening
Email: Todd.Jansening@noemail.com
Enrollment Status: Pending

| Action Item | Result | Status |
|---|--------------|-----------------|
| 1. Customer submits initial online application. | Complete | ● Complete |
| 2. Enroll customer. | Complete | ● Complete |
| 3. The customer was provided information that describes the features and how to access their career plan. | Not Complete | ● Action Needed |

OVERVIEW CASE NOTES(0)▲

Overview | Intake Review | Career Plan | Outcomes

Profile: Todd Jansening
Email: Todd.Jansening@noemail.com
Enrollment Status: Applicant

SERVICE INTEGRATION RESOURCE TEAM

| Action Item | Result | Status |
|----------------------------|---------------|----------------|
| Add Resource Team Contacts | View Partners | ● Not Complete |

INTAKE REVIEW

| Action Item | Result | Status |
|---|---------------|----------------|
| 1. Customer submits initial online application. | Complete | ● Complete |
| 2. Verify eligibility and enroll customer. | Enrolled | ● Complete |
| 3. The customer was provided information that describes the features and how to access their career plan. | Not Completed | ● Not Complete |

CAREER PLAN & DOCUMENTED SERVICES

| Action Item | Result | Status |
|--|---------------------|----------------|
| 1. Set goals and at least one step/service. | At least 1 service. | ● Complete |
| 2. The customer has agreed to the initial career plan (IEP/ISS). | Not Completed | ● Not Complete |
| 3. Has worksite placement/experience in Illinois workNet. | Not Completed | ● Not Complete |
| 4. Has an On the Job Training Service. | Not Completed | ● Not Complete |
| 5. Has a Related Training and Instruction Service. | Not Completed | ● Not Complete |
| 6. Has a support service. | Not Completed | ● Not Complete |

OUTCOME STATUS

| Action Item | Result | Status |
|---|---------------|----------------|
| 1. All services marked as complete (successfully/unsuccessfully). | Not Completed | ● Not Complete |
| 2. Measureable Skill Gains (MSG) have been entered. | Not Completed | ● Not Complete |
| 3. Industry recognized credentials have been entered. | Not Completed | ● Not Complete |
| 4. Customer is exited. | Not Completed | ● Not Complete |
| 5. Follow-up is complete. | Not Completed | ● Not Complete |

Appendix A - Acceptable Verification Documents

| | |
|---|--|
| Address | <ul style="list-style-type: none"> • Applicant statement/self-attestation, in limited cases • Current Utility Bill w/Customer's Name • Driver's License/State I.D. • Food Stamp Award Letter • Homeless-DHS Letter • Homeless-Shelter/Temp Residence Letter (on Letterhead) • Housing Authority Verification • Insurance Policy (Residence or Auto) • Landlord Statement or Lease • Letter from Social Service Agency or School (on Letterhead) • Medicaid/Medicare Card • Other, Requires Partnership approval • Pay Stub • Public Assistance Records (current) |
| Date of Birth | <ul style="list-style-type: none"> • Acceptable Documents for INS form I-9 • Baptismal Certificate with Date of Birth • Birth Certificate • Court Records (showing DOB) • DD-214/Report of Transfer or Discharge with DOB • Driver's License • Hospital Birth Record • IDES UI printout (showing DOB) • IL State ID or other Federal, State or Local Gov't issued ID • Passport • Public Assistance/Social Service records • School Records/Identification • Workers Compensation Record with DOB • Youth Only-Work Permits |
| Social Security Number | <ul style="list-style-type: none"> • Any other approved Social Security Document • Social Security Printout • Social Security Card (Must be signed) |
| Registered with Selective Service if Male | <ul style="list-style-type: none"> • Locally Approved Selective Service Waiver • Selective Service Registration Card • Selective Service Registration Record (form 3A) • Selective Service Verification (www.sss.gov printout) • Stamped Post Office Receipt of Registration • Veteran's ID Card |
| Authorized to work In the United States | <ul style="list-style-type: none"> • Acceptable Documents for INS form I-9 • Alien Registration card (Right-to-Work) • Baptismal Certificate with place of birth • Birth 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) |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Permanent Resident Card or 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) • United States Passport |
| In School | <ul style="list-style-type: none"> • Verification of Enrollment from Educational Institution • WIOA Application (signed & dated)-Attending school |
| <ul style="list-style-type: none"> • Foster care • Aged out of foster care | <ul style="list-style-type: none"> • Court contract • Court documentation • Medical Card showing Foster Child • Verification of payments made on behalf of child • Written statement from State/Local agency |
| Hard time with reading, writing, or math | <ul style="list-style-type: none"> • Results from authorized assessment test • School Records verifying applicant unable to take assessment test |
| Hard time speaking English | <ul style="list-style-type: none"> • Case notes from Career Planner • Results from authorized assessment test • WIOA application (signed and dated) |
| Homeless | <ul style="list-style-type: none"> • Signed applicant statement • Written statement from an individual providing temporary assistance • Written statement from shelter • Written statement from Social Service agency-homeless shelter/runaway services |
| Legal | <ul style="list-style-type: none"> • Applicant statement/self-attestation, in limited cases • Court Documents • Halfway house resident • Letter from probation officer • Letter of parole • Police records |
| <ul style="list-style-type: none"> • Pregnant • Need help with childcare | <ul style="list-style-type: none"> • Case Notes regarding observable condition • Child's Birth certificate • Hospital record of birth • Medical Card • Physician's Statement • Public Assistance/Social Service records • Referral from official agencies • School program for pregnant teens • School Records • Signed applicant statement |
| Disability | <ul style="list-style-type: none"> • Case Notes regarding observable condition by Case Manager • Individual Education Plan from school • Letter from drug or alcohol rehabilitation agency • Medical Records • Physician's Statement • Psychiatrist or Psychologist Diagnosis • Rehabilitation evaluation records • School Records • Sheltered workshop certification • Social Security Administration Disability records |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Social Service records/Referral • Veterans Administration Disability Determination letter/Records • Vocational Rehabilitation Letter • Worker's Compensation Record |
| Highschool Dropout | <ul style="list-style-type: none"> • Attendance Records • Dropout Letter • WIOA Application (signed and dated)-not attending School |
| Did not attend high school last quarter | <ul style="list-style-type: none"> • Attendance Records • Written verification from Educational Institution |
| <ul style="list-style-type: none"> • Need help to complete education or secure employment • Need help holding employment | Case Note |
| Laid off | <ul style="list-style-type: none"> • Dislocation Event Tracking System shows Laid off Due to Plant Closure • Dislocation Event Tracking System shows Laid Off Due to Substantial Layoff • Employer Information shows Laid Off Due to Plant Closure • Employer Information shows Laid Off Due to Substantial Layoff • IDES UI Record showing Termination or Layoff • Individual Notice of Layoff • Public Notice of Plant Closure w/in 180 days • Public Notice of Substantial Layoff w/in 180 days • Signed & Dated WIOA Application • UI Records • IDES UI Record showing Termination or Layoff • Work History showing Termination or Layoff |
| Unemployed 26 Weeks or more | <ul style="list-style-type: none"> • Completed Work History • UI Documents |
| Married service member | Signed & Dated WIOA Application |
| Supported by spouse | <ul style="list-style-type: none"> • Layoff notice/Business closure documentation • Records verifying death, divorce, or legal separation • Signed & Dated WIOA Application • Signed self-attestation of marital status |
| Receives SNAP | <ul style="list-style-type: none"> • Authorization to Obtain Food Stamps • Letter from Food Stamp Disbursing Agency • Public Assistance Records/Printout |
| <ul style="list-style-type: none"> • Receives Welfare • Receives TANF • Receives SSI | <ul style="list-style-type: none"> • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Identification showing Cash Grant Status • Public Assistance Records/Printout • Refugee Assistance Records |
| Receiving free lunch | Documentation from School |
| High poverty area | Documentation Verifying High Poverty Area |
| County | <ul style="list-style-type: none"> • Applicant Statement • Computer Printout from other Government Agencies • Driver's License • Food Stamp Aware Letter • Homeless • Housing Authority Verification • Illinois Secretary of State Issued State of Illinois Identification Card • Insurance Policy • Landlord Statement • Lease |

| | |
|---------------|---|
| | <ul style="list-style-type: none"> • Letter from Social Service Agency or School • Library Card • Medicaid/Medicare Card • Medical Card • Phone Directory • Postmarked Mail Addressed to Applicant • Property Tax Record • Public Assistance Records/Printout • Rent Receipt • Selective Service Registration Card • School Identification Card • Utility Bill • Work Experience Records/Pay Stub |
| Family Size | <ul style="list-style-type: none"> • Applicant Statement • Birth Certificate • Current Tax Return with IRS Documents • Decree of Court • Disabled • Divorce Decree • Landlord Statement • Lease • Marriage Certificate • Medical Card • Public Assistance/Social Service Records • Public Notice of Closing • Statement from Individual Providing Temporary Residence • Statement from Publicly Supported Facility or Institution |
| Family income | <ul style="list-style-type: none"> • Accountant Statement • Alimony Agreement • Applicant Statement • Award Letter from Veterans Administration • Bank Statements (Direct Deposit) • Compensation Award Letter • Court Award Letter • Employer Statement/Contact • Farm or Business Financial Records • Housing Authority Verification • Most Recent Tax Return Supported by IRS Documents • Pay Stub • Pension Statement • Public Assistance Records/Printout • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • Unemployment Insurance Documents and/or Printout |
| UI Benefits | <ul style="list-style-type: none"> • IDES UI Record showing Termination or Layoff • IDES UI Records showing Eligible for Benefits (Claimant or Exhaustee) • Other State's UI Records showing Eligible for Benefits (Claimant or Exhaustee) • UI Documents showing Unemployed at Least 6 months |
| Tenure | <ul style="list-style-type: none"> • IDES UI Records showing meets Tenure Requirements for WIOA (Neither Claimant nor Exhaustee) • Work History or other documentation of ONET OR NAICS Code for Dislocation Employment |
| | |