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Overview

Purpose:

The billing and staffing tool is a monthly function for providers and IDHS staff to communicate about participants.

- Information is entered on the customer profiles in ISETS.
- Individual reports are created based upon the entered information.

- Monthly reports are compiled from the created parts.

Who Enters/Maintains Data

- **Statewide User Roles** - Statewide staff view/edit report information.
- **Program Manager, Intermediary, and Provider Partners** - Staff can enter information and create reports.
- **Provider Manager** - Reviews report prior to submission to billing.
- **Billing Manager** - Obtains clarification, if necessary, before approving submissions.

Access Customer Profile Page

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select the icon for **ISETS**. Partner lands on the customer list. Short cut link to bookmark <https://apps.illinoisworknet.com/SiteAdministration/IDHSET/Admin/Index/>
5. Select the **Reports** icon in the top menu bar.

Enter Information

Ensure that activity is up to date on the customer profile.

For customers to report on the various reports, they will need to have:

- Approved referral
- Enrollment
- Active status
- Active SNAP Activity – an open date in the month of the selected report
 - Service assigned to a provider (Service Provider tab in service/activity).

In addition, they will need to have:

- Attendance – 2610 or 2606
- Activities - 4334
- Support Services - added

Items may be accessed from the Overview tab of the customer profile or by selecting the individual service/activity items in the EP/Case Management section. After updating all customer profiles for the month, access the Customer Forms tab to begin creating the reports.

The image shows two overlapping screenshots of the ISETS system interface. The top screenshot is the 'REPORTS' page, which has a dropdown for 'Project/Category' set to 'ISETS'. Below this is a list of report categories: 'ISETS: Staffing & Billing Tools', 'ISETS: All Participants Who Received Benefits Summary', 'ISETS: 4333 Staffing & Billing Tools', 'ISETS: Supportive Services Summary', and 'ISETS: Earnfare Referral and Attendance (2606) Summary'. The bottom screenshot is the 'ISETS OVERVIEW' page for a customer named Alfred Franklin. It includes a profile section with fields like Email, DOB, User Name, and SSN. To the right is a 'Referrals' section with a 'Status' table containing rows for 'Redetermination Date', 'E&T Status', 'Universal Assessment', 'Level of Progress', 'Employment Verification Status', 'SNAP Case Number', 'SNAP Eligibility Status', 'Individual Number', 'Benefit Status', and 'Monthly Benefit Hours'. Each row has a dropdown menu and a 'Modified By' field. At the bottom, there are tabs for 'Participant Summary Tools' (Assessments, Case Notes), 'Attendance', 'Activities / Case Management', and 'Support Services'.

Enrollment

Customers need to be enrolled through the Intake/Referrals tab. Full directions may be found here:

<https://www.illinoisworknet.com/DownloadPrint/Intake%20and%20Referral%20-%20Provider%20staff.pdf>

Customers need to have an active status on the overview page.

Active status includes:

- Active
- Exited (during the report period month)
- Retention

Add Activities/Services in ISETS E&T Programs

Attendance

This feature allows you to [track the attendance](#) of the participant for this activity.

- Service must be Started/Open with a start date and anticipated end date.
- **Select** the attendance tab.
- **Select** the week for which attendance is to be tracked.
- **Enter** the time for check-in, lunch, and check-out for each day.
- **Save**, or if the person entering the information can verify the attendance is correct, select Submit and Verify Attendance. *If the attendance has been verified and it must be changed, partners have to submit a help request.*
- Attendance may also be entered for groups of participants.
- Participants may enter attendance from the tools in their personal account – My Dashboard.
- Attendance may be accessed from the EP/Case Management or the Overview page.
- Services/Activities are used to create the monthly reports.
- Employment must be entered and verified for the 4333 form.

Create the Reports

The screenshot shows the ISETS Customer Forms interface. On the left is a profile for Andy Henry with details like email, DOB, and SSN. The main area shows a 'Select a form' dropdown menu with options: IL444-2610 Activity Report, IL444-4334 Employment and Training Customer Staffing, and IL444-2606D - Regular Earnfare Referral Earnfare and Attendance. Below this is a table of referrals with columns for #, Referred To, Referred From, Added, Referral Form, Provider Response, Marked By, Date Marked By, and SNAP/E&T Eligible. Two entries are visible, both marked as 'Not Receiving'. A search bar and an 'Add Referral' button are also present.

#	Referred To	Referred From	Added	Referral Form	Provider Response	Marked By	Date Marked By	SNAP/E&T Eligible
1	Jane Adams Resource Corp	Asian Human Services	5/17/2022	Print	Waiting for Provider Response	Not Yet Marked	Not Yet Marked	Not Receiving
2	Lower North - Cook County	Asian Human Services	5/18/2021	Print	Accepted	Not Yet Marked	Not Yet Marked	Yes - Receiving

Showing 1 to 3 of 3 entries

The reports needed for each participant include:

- 2151 - the referrals automatically added.
- 2606 - attendance Earnfare
- 2610 – attendance SNAP
- 4333 - list of all participants included for the staffing month
- 4334 - individual staffing document – indicates if a full staffing is needed
- Support Services Summary
- Summary Expenditure Documentation
- Earnfare Referral and Attendance Summary

Additional Reports Needed Include

- Employment Report
- Earnfare Administrative Expenses Certification
- Snap to Success Financial Report
- Quarterly Interest Report Summary
- EDF

Attendance Reports

EP/Case Management **Customer Forms** Summary Tools

Select a form

Select a form

- IL444-2610 Activity Report
- IL444-4334 Employment and Training Customer Staffing
- IL444-2606D - Regular Earnfare Referral Earnfare and Attendance

2606 - Earnfare

1. Provider or participant tracks hours of activity using the attendance tool.
2. Select the **Customer Forms** tab on the customer ISETS profile.
3. Select the **IL444-2606D** from the drop-down menu.
4. Section I information fills from the customer profile and the Employer assigned to the worksite.
5. Section II information fills from the planned work-off hours based upon SNAP amount.
6. Section III information fills from the attendance on the CW and TJU activities.
 - a. **Answer:** Does the organization have a paid lunch period?
 - b. **Answer:** Should the client remain assigned to this employer/location? If no, complete the reason why.
7. Section IV information fills from the total hours in the CW and TJU attendance, subtracts the CW hours, multiplies by the reporting month state minimum wage and provides a total dollar amount that is due the participant.
 - a. Fill in the **date** the check was issued.
8. Select the Sign as **Earnfare Employer** box to sign the form if the provider is the employer.
9. Upload a signed 2606 from the employer if the provider is not the employer of record. Download the form if needed.
10. Select **Save and submit the 2606 report**. Print a copy if needed.

ISETS **ISETS CUSTOMER FORMS** DASHBOARDS CUSTOMERS HI, 6PARTNER

Overview Intake/Referral IEP/Case Management Customer Forms Summary Tools

CUSTOMER FORMS

Select a form

IL444-2606D - REGULAR EARNFARE REFERRAL AND ATTENDANCE RECORD

Reporting Month: December
Fiscal Year: 2023 (Current FY)

SECTION I

Customer Information:
Customer Name: Earni Earnfare
Customer Address: 1 Earnfare Way
Customer City, State, Zip: Earnings, IL, 62945
Customer Last 4 SSN: 3575
Customer SNAP Case Number: 773-773-0138
Customer Phone: 773-773-0138

Employer Information:
Employer Name: Update Employer
Employer Contact: No Employer Contact on File
Employer Address: 108 N. 10th St.
Employer City, State, Zip: Barton, IL, 62945
Employer Phone: 618 618 6189

SECTION II - REFERRAL (PLANNED WORK HOURS)

SNAP Work-Off Hours (CW - Community Workfare): 16.00
Stipend (TJU - Transitional Job) Hours: + 20.00
Total Hours: = 36.00

Earnfare Case Worker: ISETS 6Partner
Earnfare Case Worker Phone: 790 790 7906

SECTION III - DAILY SIGN IN/OUT

Group Attendance Tool Collapse All Attendance

CW - Community Workfare

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Added By
12/2/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/8/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/7/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023

Showing 1 to 3 of 3 entries

TJU - Transitional Job

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Added By
12/2/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/13/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/14/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/15/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/16/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/20/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/22/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023

Showing 1 to 7 of 7 entries

Does the organization have a paid lunch period? Yes

Should the client remain assigned to this employer/location? Yes

SECTION IV - PAYMENT VERIFICATION/CALCULATION

Total Hours: 36.00
SNAP Work-Off Hours (CW - Community Workfare): - 16.00
Stipend (TJU - Transitional Job) Hours: = 20.00
State Minimum Wage: = \$12.00
Stipend (TJU - Transitional Job) Issued: = \$420.00

Date Issued: 1/2/2023

If you are the Earnfare Employer:
Sign as Earnfare Employer

If you are not the Earnfare Employer, print the form and have the employer sign the document. Then upload the signed form.
Download 2606 Form Upload 2606 with Earnfare Employer Signature

Signed By: ISETS 6Partner on 1/10/2023

SECTION V - SAVE AND SUBMIT/PRINT 2606 REPORT

Save and Submit 2606 Report Print 2606 Report

2610 – SNAP Job Placement or SNAP 2 Success

1. Provider or participant tracks hours of activity using the attendance tool.
2. Select the **Customer Forms** tab on the customer ISETS profile.
3. Select the **IL444-2610** from the drop-down menu.
4. Select **Month** from drop-down.
5. Select **Provider** from drop-down if partner has access to more than one provider agency.
6. Select **Program Year**.
7. Verify that all activities are reporting as intended.
8. Enter **username**.
9. **Save and Sign Document** (digital signature based on username, date and time). Or just Save the document.

EP/Case Management
Customer Forms
Summary Tools

Select a form
Select a form
IL444-2610 Activity Report
IL444-4334 Employment and Training Customer Staffing
IL444-2606D - Regular Earnfare Referral Earnfare and Attendance

Profile: Andy Henry
Email: andy.henry@ietstestuser.com
DOB: 7/10/1979
User Name: AndyHenry1
Last 4 SSN: 0051
Individual Number: 12345
Redetermination Date: 10/18/2022
Primary E&T Provider: Asian Human Services
Secondary E&T Provider: N/A
DHS Office: N/A
Program Enrollment: N/A
See All
Spec Web ID: Reset Password

Participant Summary Tools
Assessments
Case Notes
Change in Activity
Services
Worknotes
Uploads
Instructions
Link to Instructions
Case File Organizer Sheets
Customer Forms
Referrals
IL444-2610 Activity Report
IL444-4334 Employment and Training Customer Staffing

Select a form
IL444-2610 - ACTIVITY REPORT
Reporting Month: August
Provider: Asian Human Services
Program Year: 2021

Note: One form per organization is required.
Work and Training Activity type/description: Update activities and Attendance in the IEP

Job Readiness

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/3/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/4/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/5/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/6/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	

Showing 1 to 5 of 5 entries

Vocational Training

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	9:00 AM			1:00 PM	4	WFP Train10 - 11/2/2021 4:34:48 PM	
8/3/2021	9:00 AM			1:00 PM	4	WFP Train10 - 11/2/2021 4:34:48 PM	
8/4/2021	9:00 AM			1:00 PM	4	WFP Train10 - 11/2/2021 4:34:48 PM	
8/5/2021	9:00 AM			1:00 PM	4	WFP Train10 - 11/2/2021 4:34:48 PM	
8/6/2021	9:00 AM			1:00 PM	4	WFP Train10 - 11/2/2021 4:34:48 PM	

Showing 1 to 25 of 25 entries

Job Retention Services

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	9:00 AM			11:00 AM	2	ISETS 3manager - 11/22/2021 2:45:53 PM	
8/6/2021	9:00 AM			12:00 PM	3	ISETS 3manager - 11/22/2021 2:45:53 PM	

Showing 1 to 2 of 2 entries

Name of Organization: Asian Human Services
Authorized Contact:
6partner1

Save
Save and Sign Document

Export/Print - IL444-2610 Activity Report

6

8. **Check** the box to include the participant in Billing.
9. **Check** the Partner Review Complete when all customer boxes have been marked. This button should be marked even if there are no customers. This will update the mark on the section 1 box of the Staffing and Billing report.
10. Provider managers will mark the box by the Total Monthly spent confirming that they reviewed the report with the partner. This will update the mark on the section 2 box of the Staffing and Billing report.
11. Billing Department will mark the box for Approved by Billing.

Intermediary Report

This report is unique to an intermediary agency who oversees other agencies. The appearance is similar to the Support Services Summary. This report gathers the support services by agency of those that the Intermediary oversees. The dollar totals reflect all customers added together. The intermediary can multi-select the agencies to be included in the monthly staffing.

4333 – All participants Who Received Benefits Summary

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **4333 all Participants Who Received Benefits Summary**:
 - a. From the main list of reports
 - b. Part of the Complete Staffing Packet in the Staffing & Billing Tools
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
 - a. Verify activities are correct.
 - b. Verify hours are correct.
 - c. Verify support services are correct.
 - d. Click customer name to add/edit
8. Participants will show on the list if they show a program enrollment, have an approved referral, have an active E&T status, an active service for the report period, and that active service is assigned to a provider.
9. Mark the box is a 4334(full staffing) is required or not.
 - a. When all radio buttons are marked, a
 - b. A green box at the bottom will display for the partner to mark that the “Partner Review Completed” after all radio buttons are marked. Once marked, the 4333 button the staffing and billing section 1 will automatically check.

Name	Case Number	SNAP Cert Date	Provider Activity	# Hours	Support Services	Last update to IEP	Last Referral Date	E&T Status	Progress Level	Employment Verification	Add 4334 If Required	IDHS Verification	Staffing Completed
Adam East	309145145	10/25/2022	BE, CW	83	0	1/10/2023	N/A	Active	Acceptable	Progress/Participation	<input type="radio"/> Not Required <input type="radio"/> Required	<input type="radio"/> SNAP E&T Eligible <input type="radio"/> Not SNAP E&T Eligible	<input type="checkbox"/> Staffing Complete
Ildas Durmic	733733595	2/23/2023	BE, JR	0	0	9/23/2022	9/27/2022	Active	Acceptable	Progress/Participation	<input type="radio"/> Not Required <input type="radio"/> Required	<input type="radio"/> SNAP E&T Eligible <input type="radio"/> Not SNAP E&T Eligible	<input checked="" type="checkbox"/> Staffing Complete 10/27/2022 - praneeth0270@gmail.com
Stephanie Abrams	106381711	3/26/2022		0	0		12/21/2022	Active	Acceptable		<input type="radio"/> Not Required <input type="radio"/> Required	<input type="radio"/> SNAP E&T Eligible <input type="radio"/> Not SNAP	<input type="checkbox"/> Staffing Complete

10. Workforce Development will confirm if participant receives SNAP and complete the staffing. Staffings are independent of Provider Manager review and submission to billing.
11. After the partner marks each customer with 4334 required or not required, a green button displays to check indicating the partner has reviewed the 4333.
12. After all staffings are marked complete by the provider manager, a button "Staffing Complete" displays to indicate that the staffing is done.
13. Once all staffings are complete, a notification will post to the Staffing & Billing Tools Section 1 for who and when the staffing was completed.

Differences in the 4333 and SSS

The 4333 and Support Services Summary are now reflecting dynamic reporting for customers, attendance hours and support service totals. Changes are represented by:

- Light red coloring on the customer row if the customer is there now and wasn't when the staffing was completed.
- Red triangles with an exclamation point if the hours are different than when the staffing was completed.
- Red triangles with an exclamation point if the support services amount is different than when the staffing was completed.
- Yellow triangles with an exclamation point

Hover over the symbol and you will see what the difference is between when the staffing was marked and today. Click the symbol to go to the participant profile to verify. If the dollar amount is correct:

- On the SSS, the partner can uncheck the approved by partner box and then recheck.
- On the 4333, the provider manager can uncheck the staffing complete box, and then recheck.

If the dollar amount or hours are incorrect:

- On the SSS, the partner can uncheck the approved by partner box, make a correction to the support service and then recheck.
- On the 4333, the provider manager can uncheck the staffing complete box, make a correction to the hours or dates and then recheck

In the case of a customer showing on the report that wasn't there when the staffing was marked, check the dates on any activities to see if the dates are entered correctly.

Once the 4333 and the SSS are corrected, the Consolidated 4333 and Consolidated Support Services Summary will automatically correct. These reports are what the provider manager submits for their section of the staffing and billing.

If Billing has approved a staffing and billing report, click the request change button.

F. Name	L. Name	Case Number	SNAP Cert Date	Provider Activity	# Hours	Support Services	Last update to EP	Progress Level	Employment Verification	Add 4334 if Required	IDIS Verification	Staffing Completed
Alfred	Franklin	30260803	WBL VT, CWL IT	11	130	9/17/2024	Active	Accomplish Progress/Participation	N/A	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Jakyla	Nunka	12/17/2023	BE	0	0	6/14/2024	Active	N/A	Not Required	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Tishor	Dog	No Certification Date		0	0	11/6/2023	Active	Not progressing	N/A	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Adam	Davis	104054870	9/30/2024	SLS JL, BE, APO	0	0	7/24/2024	Active	Retention Accomplish Progress/Participation	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Shelia	Wallace	105888540	4/20/2025	BL, WBL, VLS	0	0	10/26/2023	Active	N/A	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Natalie	Buchanan	123896390	1/10/2025	CIT	0	0	3/6/2024	Active	Accomplish Progress/Participation	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Dingles		123804789	No Certification Date	WBL	0	0	9/17/2024	Active	N/A	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Adam	East	209145145	10/25/2023	VT	0	75	7/18/2024	Active	N/A	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024
Avi	Apple	400177177	10/11/2021	VT	0	0	3/7/2024	Active	Accomplish Progress/Participation	Not Required	SNAP E&T Eligible	Staffing Complete 9/17/2024

Employment Verification

When participants are employed through the program, the employment is entered on the Overview tab of the customer profile. Participants must have an active JR – Job Retention activity added if employment is over 20 hours per week. Employment verification by case note is required for thirty (30), sixty (60) and ninety (90) days of employment. Participants require at minimum one verification document uploaded, preferably within the first thirty (30) days of employment start date. Participants will display on the employment report once there is an employment verification added, either case note or upload.

Documentation allowed includes:

- IDHS Contract Report-Notification of Employment Retention (IL444-3085 Form)
- Payout
- The Work Number
- A case note may also be required.

Add verification information by clicking the appropriate job in the Employment section of the Overview tab.

Employment verification is approved by an IDHS Provider Manager.

The information is included in the 4333 form for monthly reporting.

The screenshot shows the 'VERIFICATION' section of the system. It includes a table for '30/60/90-Day Documents' with columns for File Name, Uploaded By, Uploaded Date, and Action. Below this, there are sections for '30 days - 5/12/2023', '60 days - 6/11/2023', and '90 days - 7/11/2023', each with a 'Verification (Case Note Required)' section and a 'Case Notes' list.

ISETS Employment Report

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **4333 all Participants Who Received Benefits Summary**:
 - a. From the main list of reports
 - b. Part of the Complete Staffing Packet in the Staffing & Billing Tools
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
8. All information fills from the data entered on the customer profile. To display on the list the customer must have one form of verification added to the employment record. Provider Managers need to mark that the Employment Verifications are appropriate for the Employment Verification column to display a Yes.
 - a. Activities related to employment may include E – Employment (Other E&T activity) and JRS – Job Retention Services (SNAP E&T activity)

The screenshot shows the 'ISETS:EMPLOYMENT REPORT' interface. It includes filters for Provider, Program, Customers, Staffing Month, and Fiscal Year. Below the filters is a table with columns: Name, Case Number, Provider Activity, Employed Date, Hours Employed, Employment Verified, Active Employment #, Benchmark(s), Exited Date, and Exited Reason.

Name	Case Number	Provider Activity	Employed Date	Hours Employed	Employment Verified	Active Employment #	Benchmark(s)	Exited Date	Exited Reason
	1	JR	8/21/2023	40	No	1	30	N/A	N/A

- b. Date employment began.
 - c. Hours employed per week.
 - d. Employment verification if verified by Provider Manager Yes or No
 - e. Number of active open employment.
 - f. Benchmarks completed.
 - g. Exited date.
 - h. Reason the participant was exited.
9. Partners will mark the box, Partner review complete. This will update the mark on the section 1 box of the Staffing and Billing report.
 10. Provider managers will mark the box, Reviewed by Provider Manager. This will update the mark on the section 2 box of the Staffing and Billing report.

Staffing & Billing Tools

Upon completing all the parts, compile and verify the items on the Staffing & Billing Tools report.

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **ISETS Staffing & Billing Tools**:
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
8. Click the **date** of the packet to complete.
9. Complete the appropriate section.
 - a. 1. Partner completes.
 - b. 2. Provider Manager reviews and completes.
 - c. 3. Billing Manager reviews and requests changes or marks as approved.
 - d. When completing the individual reports, the check boxes are marked automatically.
10. Click **Submit** at the bottom of the section.

The screenshot displays the ISETS Staffing & Billing Tools interface. The top navigation bar includes links for DASHBOARDS, CUSTOMERS, and a user profile (HI, 6PARTNER). The main header is "ISETS: STAFFING & BILLING TOOLS".

Staffing/Billing Packet Section:

- Back to Reports:** Includes dropdowns for Provider (Asian Human Services), Program (SNAP Job Placement), Staffing Month (August), and FCR Office (Select).
- Download Performance Improvement Plan Form (Word):** A button to download the form.
- Filter:** A button to filter the data.
- Show 10 entries:** A dropdown menu.
- Staffing/Billing Packet:** A table with columns: Staffing Status (Submitted), Billing Submittal Status (Not Submitted), and Billing Approval Status (Not Approved).
- Showing 1 to 1 of 1 entries:** A message indicating the number of entries.
- Previous/Next:** Navigation buttons.
- Footer:** © 2022 - Illinois workNet® - V: 51.13

Billing Manager's Review Section:

- Back to Reports:** Includes dropdowns for Provider (CABA Program), Program (SNAP Success), Staffing Month (July), and FCR Office (Select).
- Download Performance Improvement Plan Form (Word):** A button to download the form.
- Back to List:** A button to return to the list.
- GRANT EXPENDITURE YEAR TO DATE:** A table showing YTD % and Approved Budget for various categories:

Category	YTD %	Approved Budget
Administration	31.67%	\$12,000.00
Admin. Match	21.60%	\$10,000.00
Supportive Services	2.54%	\$12,500.00
Support Match	4.67%	\$7,500.00
- 1. Complete Staffing Packet:** A section for the Provider to check when sections have been reviewed and are ready to be submitted. It includes checkboxes for Employment Report, Supportive Services Summary, All Participants Who Received Benefits Summary (4333), and \$25 Financial Report. There are buttons for "Upload Supporting Documents", "Request Staffing Changes", and "Submit Staffing Report".
- 2. Approve Staffing Packet:** A section for the Provider Manager to check when sections have been reviewed and are ready to be submitted. It includes checkboxes for Employment Report, Supportive Services Summary, and Benefits Summary (4333). There is a button for "Approve Staffing Report".
- 3. Approve Billing Packet:** A section for the Billing staff to check when sections have been reviewed and are ready to be approved. It includes checkboxes for Consolidated Supportive Services Summary, Consolidated Benefits Summary (4333), \$25 Financial Report, and Total Monthly Charges. There is a button for "Review and Approved".
- Footer:** © 2024 - Illinois workNet® - V: 2024.12.26.1 - ENV TEST

Reports approved by Billing are considered "Locked". To make any changes to a customer profile once the billing month has been locked, the partner must click the purple button to "Request Staffing Changes". The Provider Manager must click the button to "Approve Request for Staffing Change". The partner will work with the assigned Provider Manager to resolve any issues. Dollar value changes to the staffing will appear in the "Total Monthly Charges" report for Billing to approve on the next unapproved month.

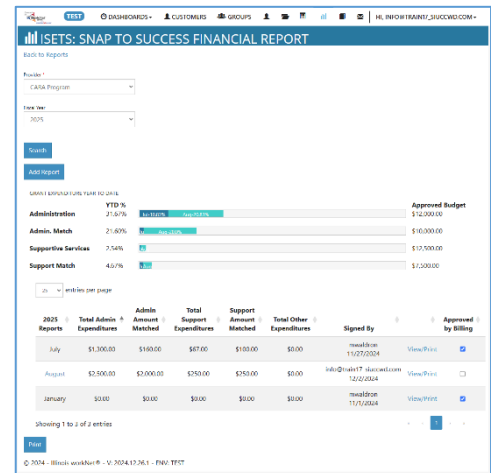
10. When all boxes have been checked, the partner marks the “Partner Review Complete”. This will auto check the item in Box 1 of the Staffing and Billing Report.
11. When the Provider Manager reviews the report, they will check the “Approved by Provider Manager” box. This will auto check the item in Box 2 of the Staffing and Billing Report.
12. When Billing completes their review, they will check the “Approved by Billing” box. This will auto check the item in Box 3 of the Staffing and Billing Report.

SNAP to Success Financial Report

This monthly report is filled out by an Intermediary or by an S2S provider if they do not work with an Intermediary.

The graph at the top displays the amount spent of the contract amount entered on the program contract by DHS Super Admin staff.

1. Select **S2S Financial Report** from the Staffing and Billing report Box 1 (for partners) or Box 3 (for Billing) or from the list of reports.
2. Search **Agency**
3. Search **Fiscal Year**
4. Click **Add Report** OR
5. View **report to edit** one that has not been approved by Billing.



Add a new report:

1. Select the month
2. Enter expenditures and amount claimed (match):
 - a. Administration Expenditures and Admin Amount Claimed (match)
 - b. Indirect Cost and Admin Amount Claimed (match)
 - c. Admin total is automatically calculated
3. Enter support expenditures and amount claimed (match):
 - a. Transportation
 - b. Educational/Credential
 - c. Childcare/medical
 - d. Books and Training Supplies
 - e. Clothing
 - f. Housing and Utilities
 - g. Personal Hygiene
 - h. Support Total is automatically calculated.
4. Enter Participant wages expenditures and amount claimed if applicable.
5. Upload a copy of the EDF to support the items entered on the form.
6. Click submit

ADD S2S MONTHLY EXPENDITURE DOCUMENTATION MODAL

Month: January Fiscal Year: 2025

	Total Admin Expenditures	Admin Amount Claimed
Administration	0	0
Indirect Cost	0	0
Admin Total	0.00	0.00

	Total Support Expenditures	Support Amount Claimed
Transportation	0	0
Educational/Credential	0	0
Childcare/Medical	0	0
Books & Training Supplies	0	0
Clothing	0	0
Housing & Utilities	0	0
Personal Hygiene	0	0
Support Total	0.00	0.00

	Total Participant Wage Expenditures	Participant Wage Amount Claimed
Participant Wages	0	0

Signed as an authorized Representative:
info@train17_slucwd.com

Upload EDF.xlsx Submit Close

info@train17_slucwd.com