

DHS Youth Programs for Employment & Education



www.illinoisworknet.com/CYEPapply



To apply for a DHS Youth Program visit: www.illinoisworknet.com/cyepapply

If you have an Illinois workNet account, then click Yes. Enter User name and Password, then click Sign In.

If you do NOT have an Illinois workNet account, click No. Create an account by completing the required fields.

CYEP APPLICATION

Eligibility & Goals Application

Do you already have an Illinois workNet account?

Yes No

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Illinois workNet®

Login with your Illinois workNet account
[Don't have one?](#)
[Learn about account benefits.](#)

User name:
DukeLasley

Password:
●●●●●●●● [Forgot Password?](#)

Remember me?:

Sign In

Illinois workNet Registration

[Click here to learn about Illinois workNet account benefits.](#)
Fields with an asterisk (*) are required for registration. Enter your information below to begin using your Illinois workNet account.

First Name* Duke

Last Name* Lasley

Date Of Birth* 01/06/2001

Email Address* dukel@noemail123.com

Confirm Email Address* dukel@noemail123.com

Main Number 7837837833 Ext

Alternate Number Ext

ZIP Code* 60123

Secret Question* What is the name of your favorite pet? ▾

Secret Answer* dog

User Name* dukelasley

Password* ●●●●●●●●

Confirm Password* ●●●●●●●●

You are required to read and indicate that you agree to the updated Terms and Conditions of this site. Click the following link to read the terms and conditions. Then indicate that you agree with the terms by checking the box below. [View Terms and Conditions](#)

Accept Agreement*

Save

CYEP APPLICATION

Eligibility & Goals Application

Agreement Eligibility Provider Employment Goals Physical Demands Other Items

Illinois workNet helps people reach their training, employment, and career goals.
You will need to have your current and past employment information including start and end dates to complete this application.
This application contains voluntary questions to help determine if you are eligible for additional services. This information will be kept confidential and is intended for use solely in connection with record keeping and affirmative action requirements, and to help you in identifying additional resources that can assist you. You will not be penalized for your refusal to answer.
Individuals completing this application will receive updates and information to help them reach their career, training, and employment goals.
By completing the application, you agree to allow career planners to review your information for potential participation and certify that the information you entered is accurate to the best of your knowledge.

I have read the [Terms of use](#) and [Privacy Policy](#) and agree to complete the application.

Cancel Start Application

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Write down your User name and Password for future reference. Select the Accept Agreement box, then click Save. You will be redirected to log-in and begin the application.

Eligibility Questions

CYEP APPLICATION

Eligibility & Goals | Application

Agreement | Eligibility | Provider | Employment Goals | Physical Demands | Other Items

Birthdate *

Do you live in Illinois? * Yes No

Are you authorized to work in the U.S.? * Yes No I don't know

Are you currently in school (when school is in session)? * Yes No

Select one or more that apply to you *

- I do not have work experience.
- I have been unsuccessful at maintaining employment.
- No one in my household is employed.
- I am pregnant.
- I have one or more children.
- I aged out of foster care system.
- I am in foster care.
- I ran away from home.
- I am homeless.
- My family is homeless.
- I am living with friends or relatives.
- I am not able to return home.
- I live in a single-parent household.
- I live in a high crime area.
- I live in a high poverty area.
- I believe someone in my immediate family receives state or federal benefits (e.g., SNAP, TANF, SSI, etc.).
- I have a disability.
- I have a hard time with reading, writing, and/or math.
- I have trouble with reading or speaking English.
- I am at risk for not completing my education.
- I have been held back one or more grades in my education.
- I have been expelled or suspended from school.
- I have missed 9 or more unexcused days of school in the past 6 months.
- I identify as LGBTQ or non-binary.
- I have been a victim of abuse.
- I have been a victim of bullying.
- I have had instances/legal problems (offender).
- I have a parent or sibling who has been or is currently incarcerated.
- I have a parent or sibling who has been or is currently a member of a gang.
- None of the above

Are you currently in school (when school is in session)? * Yes No

Do you have a high school diploma or equivalent? * Yes No

Would you be willing to go back to school? * Yes No

Are you currently in school (when school is in session)? Yes: ↑ No: ↓

Are you currently in school (when school is in session)? * Yes No

Select the one item that describes your current in-school activity *


- Actively working towards high school diploma
- Actively working towards high school equivalency/GED
- Attended post-secondary training (community college, university, trade school) at least half time

Check all that apply to you.

To continue select

Previous | Save and Complete Later | Save and Go To Next Page

Select a Provider

 CYEP APPLICATION

Eligibility & Goals Application

Agreement Eligibility Provider Employment Goals Physical Demands Other Items

Select a Provider *

Previous Save and Complete Later **To continue select Save and Go To Next Page**

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- Select
- African American Christian Foundation - 6706 North Ave Oak Park IL 60302
 - Asian Human Services - 4820 N. Broadway 3rd Floor Chicago IL 60640
 - Austin Peoples Action Center - 5125 W. Chicago Ave. Chicago IL 60644
 - Boys & Girls Club of Freeport & Stephenson Co. - 511 S. Liberty Ave Freeport IL 61032
 - Boys & Girls Clubs of Chicago - 3400 S Emerald St Chicago IL 60616
 - CAPs - Community Assistance Programs - 8455 South Cottage Grove Chicago IL 60619
 - CAPs - Community Assistance Programs - 11717 South Halsted St. Chicago IL 60628
 - Catholic Bishop of Chicago - St. Sabina - 7825 S Racine ave. Chicago IL 60620
 - Centers for New Horizons - 226 W. 43rd St. Chicago IL 60609
 - Chicago Area Project - 125 North Hoyne Chicago IL 60612
 - Employee Connections - 2504 Washington St. Suite 602 Waukegan IL 60085
 - Homework Hangout Club, Inc - 249 S. Webster St. Decatur IL 62521
 - Jewish Child & Family Services - 216 W. Jackson Blvd. Chicago IL 60606
 - Leadership Development Institute - 15455 South Park Ave. South Holland IL 60473
 - Lessie Bates Davis Neighborhood House, Inc. - 1200 North 13th St East St. Louis IL 62205
 - Madison CUSD #12 - 602 Farrish St. Madison IL 62060
 - Phalanx Family Services - 837 W. 119th Street Chicago IL 60643
 - Project Oz - 1105 W. Front St. Bloomington IL 61701
 - Public Image Partnership NFP - 8949 S. Stony Island Ave. Chicago IL 60617
 - SGA Youth & Family Services - 3152 W. 4th St. Chicago IL 60632
 - SGA Youth & Family Services - 420 W. 111th St. Chicago IL 60628
 - The Puerto Rican Cultural Center - 1112 N. California Ave. Chicago IL 60622
 - UCAN - 5420 W. Roosevelt Rd. Chicago IL 60644
 - Universal Family Connections, Inc. - 1350 W. 103rd St Chicago IL 60643
 - Westside Health Authority - 5437 W. Division St Chicago IL 60651

Answer Goal Questions

Tell us as much information as you can. It will help us place you in an appropriate program.

CYEP APPLICATION

Eligibility & Goals Application

Agreement Eligibility Provider **Employment Goals** Physical Demands Other Items

What are your immediate employment goals? *

- Full time
- Part Time

How can you travel to training? *
Select all that apply

- Bus (Public Transportation)
- Train (Public Transportation)
- Driving

When are you able to work? *

- Day
- Evening
- Night
- Weekends
- Other

Where do you see yourself in 1 year? *

Where do you see yourself in 5 years? *

What steps have you taken to get there? *

- Researched Careers, Wages, and Trends
- Researched Training Providers
- Started/Completed Some Training
- Researched/Applied for Financial Aid/Scholarships
- Started or Completed a Resume
- Prepared for an Interview
- Created a Portfolio
- Applied for Jobs
- Updated Online Persona to Align With Your Goals
- Join Student/Trade Organization or Follow Their Social Media
- Network With Others in Your Field of Interest
- Network With Others to Find a Job
- No Actions Taken
- Other

What do you see as your work related skills/strengths? Include knowledge of operating machines and equipment, ability to type, tools owned, etc. *

To continue select

Previous Save and Complete Later Save and Go To Next Page

Physical Demands

Agreement Eligibility Provider Employment Goals Physical Demands

Identifying your physical abilities will help match you to a job where you can meet the physical demands. Special accommodations are possible. However, some jobs require specific physical abilities. For example, a forklift driver needs to be able to see in order to drive.

What is the heaviest load that you could lift in the workplace? *

Select one

What is the longest amount of time that you could stand upright in the workplace? *

Select one

Are you able to sit for long periods of time? *

Select one

Some employers require you to be drug free for 30-120 days. In those cases, they will require you to complete a drug test. Will you be able to pass a drug test? *

Select one

Describe your eyesight or vision: *

Select one

Select one

55 pounds
50 pounds (a bale of hay = 50 pounds)
30-40 pounds (5 gallons of water = 40 pounds)
25 pounds (an average 2 year old = 25 pounds)
Less Than 25 pounds

Select one

8 hours
6 hours
4 hours
2 hours
Less than 2 hours

Select one

Yes
Yes, but I need to get up and move around from time to time
No

Select one

Yes, I am drug free and can pass a drug test
Yes, I have been drug free for at least 30 days
Yes, I am willing to make changes to be able to pass a drug test
Yes, I want to be able to pass a drug test, but I need help
I am not interested in careers that require a drug test

Select one

I can see without glasses or contacts
I can see with glasses or contacts
I am legally blind

What work environment do you prefer?

Select all that apply *

- Clerical
- Construction
- Customer Service
- Food Service
- Grounds Keeper/Gardener
- Housekeeping
- Health Services (e.g. Pharmacy Tech)
- Mechanical (e.g. Auto Tech/Manufacturing)
- Maintenance
- Other

Previous Save and Complete Later **To continue select** Save and Go To Next Page

Background Information

CYEP APPLICATION

Eligibility & Goals | Application

Agreement ✓ | Eligibility ✓ | Provider ✓ | Employment Goals ✓ | Physical Demands ✓ | Other Items ○

Some jobs have hiring requirements based on skills, policies, or laws. Make sure you get trained for a job where your history does not keep you from getting a job. For example, if you are a registered sex offender, you will not be able to get a job working with children.

Do you have a valid drivers license? *

Select one

Some employers will complete a background check on new employees. Please check all of the following that apply to your situation: *
Select all that apply

- I am registered on the sex offender registry
- I have a violent felony conviction
- I have a non-violent felony conviction
- I have a misdemeanor conviction (excluding traffic violations) within the past 7 years
- I have been on probation in the last 10 years (excluding traffic violations)
- I am not interested in careers that require a background check
- None of the above apply to me

Which of these languages can you speak fluently? *
Select all that apply

- English
- Spanish
- Chinese
- Polish
- Other Language

Previous | Save and Complete Later | **To continue select** | Continue to Application

Select one

- Yes
- No, but I could get a drivers license if I had training
- No, I am not able to get a drivers license
- My license is temporarily suspended

Details About You

Illinois workNet user application does not ask for information that is required for the CYEP program.

Information entered from your Illinois workNet user account application will auto-fill this form. Verify it is correct.

The CYEP program requires you to provide your Social Security Number, address, and phone number.

Complete the items with the *
Save and Go to Next Page

CYEP APPLICATION

Eligibility & Goals **Application**

Contact Information Information About You Education Level Employment History Final Questions

First Name * Duke

Last Name * Lasley

Email * dukel@noemail123.com

Confirm Email * dukel@noemail123.com

Social Security Number (Format: XXX-XX-XXXX) 783-78-3783

Confirm Social Security Number (Format: XXX-XX-XXXX) 783-78-3783

Street Address 1 * 783 783rd street

Street Address 2 783

City * Elgin

State * Illinois

ZIP Code * 60123

Primary Phone * 7837837833

Primary Phone Type * Mobile

Alternate Phone

Alternate Phone Type Select

Previous Save and Complete Later **To continue select** Save and Go To Next Page

- If you are using a computer, that is used by others, do not let the computer automatically fill the fields.*
- The info in the system may change your personal information. For example, it could change your name and make it hard to find your account.*

Details About You

CYEP APPLICATION

Eligibility & Goals | **Application**

Contact Information | Information About You | Education

Gender *

Date of Birth *

Military Status *

Marital Status *

Ethnicity * Hispanic or Latino Non-Hispanic or Latino

Race * *Select all that apply.*

- White
- Asian
- Hawaiian or Pacific Islander
- Black/African American
- American Indian or Alaskan Native
- Prefer Not to Answer

Male
Female
Non-Binary
Prefer Not to Answer

None
Active
Veteran
Discharged

Married
Single
Divorced
Other

If you do not have a second language, select None.

Primary Language * *Select all that apply.*

- English
- Arabic
- Cambodian
- Cantonese
- Chinese
- French
- German
- Japanese
- Korean
- Other
- Filipino
- Polish
- Russian
- Sign Language
- Spanish
- Vietnamese

Secondary Language * *Select all that apply.*

- English
- Arabic
- Cambodian
- Cantonese
- Chinese
- French
- German
- Japanese
- Korean
- Other
- Filipino
- Polish
- Russian
- Sign Language
- Spanish
- Vietnamese
- None

Males 18+ years of age are asked about Selective Service Registration.

Are you registered with Selective Service? * Yes No

Selective Service Number

To continue select

Education Level

CYEP APPLICATION

Eligibility & Goals | **Application**

Contact Information ✓ | Information About You ✓ | **Education Level** ○ | Employment ○

Highest Level of Education *

Do you have more degrees, certificates, licenses, or credentials? * Yes No

Your Credentials

Previous | Save and Complete Later | **To continue select Save and Go To Next Page**

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Select

- None
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- H.S. Freshman
- H.S. Sophomore
- H.S. Junior
- H.S. Senior - Did not Receive H.S. Diploma
- H.S. Senior - Received H.S. Diploma
- GED
- Col. Freshman
- Col. Sophomore
- Col. Junior
- Associate Degree
- Bachelor's Degree
- Masters
- Doctorate
- Not Reported
- Received Certificate of Attendance/Completion
- Received Other Post-Secondary Degree or Certificate

Do you have more degrees, certificates, licenses, or credentials? * Yes No

Do you have more degrees, certificates, licenses, or credentials?

Title *

Institution *

Date Earned *

Credential Type *

Credential Source *

Save and Add Another Credential

Your Credentials

When the answer is Yes – complete this →

To continue select Save and Go To Next Page

← Click this to add more

Employment History

The next portion to complete is about your employment.

If you have had jobs, fill in the information as shown on the right. Click **Save and Add Another Job** until they have all been added.

If you do not have work history, the image below is what will show.

The screenshot shows the 'CYEP APPLICATION' interface with the 'Application' tab selected. The progress bar indicates that 'Contact Information', 'Information About You', and 'Education Level' are completed, while 'Employment History' is the current step. The form contains the following fields:

- Have you had a job? Yes No
- Employment Status: Not In Labor Force
- Your Employment History section with buttons: Previous, Save and Complete Later, and Save and Go To Next Page.

A red box highlights the 'Save and Go To Next Page' button with the text 'To continue select'.


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The screenshot shows the 'CYEP APPLICATION' interface with the 'Application' tab selected. The progress bar indicates that 'Contact Information', 'Information About You', and 'Education Level' are completed, while 'Employment History' is the current step. The form contains the following fields:

- Have you had a job? Yes No
- Employment Status: Select
- Employer Name
- Are you currently employed by this employer? Yes No
- Start Date
- End Date
- Job Title
- Street Address
- Employer City
- Employer State: Select
- Employer ZIP Code
- Job Duties
- Hours Per Week
- Reason For Leaving
- Save and Add Another Job button
- Your Employment History section with buttons: Previous, Save and Complete Later, and Save and Go To Next Page.

A red box highlights the 'Save and Go To Next Page' button with the text 'To continue select'.

Final Questions

 CYEP APPLICATION

Eligibility & Goals **Application**

Contact Information Information About You Education Level Employment History **Final Questions**

Are you working with any of the service providers below?*

- Center for Independent Living
- Community College
- Illinois Department of Employment Security (IDES)
- Illinois Department of Healthcare and Family Services
- Illinois Department of Human Services Office of Mental Health & Developmental Disabilities
- Illinois Department of Human Services Office of Vocational Rehabilitation
- Illinois Division of Rehabilitation Services (IDRS)
- National Association of Mental Illness (NAMI)
- Special Education District
- Veterans Administration
- N/A
- Other IDHS Program

How did you hear about this program/Illinois workNet?*

- Email
- Facebook
- Family or Friends
- Local DHS Office
- Illinois workNet Center
- Illinois workNet Website
- LinkedIn
- Mailings
- Newspaper or Magazine
- Radio
- TV
- Twitter
- Other

To continue select

Previous Save and Complete Later **Save and Go To Next Page**

Review and Submit

- Review all answers.
- If necessary, make corrections by clicking **Edit this Section**.
- Click **Submit Application** at the bottom of the application.
- A box will open.
- Click **Submit Application** one more time to submit the final application.
- *Click Cancel – if you need to make corrections. Make the changes and then click Submit Application in both spots.*

HI, DUKE LASLEY

CYPE APPLICATION

Eligibility & Goals Application

Previous Submit Application

ELIGIBILITY
Edit this Section
Date of birth: 1/6/2001
Do you live in Illinois?: Yes
Are you authorized to work in the US?: Yes
Are you currently in school (when school is in session)? No
Do you have a high school diploma or equivalent? No
Would you be willing to go back to school? Yes
Select one or more that apply to you:
I live in a high poverty area
I receive a free/reduced price lunch at school
Someone in my family receives TANF, SSI, or state/local cash welfare
I have a hard time with reading, writing, and/or math

PROVIDER
Edit this Section
Select a Provider: Austin Peoples Action Center

EMPLOYMENT GOALS
Edit this Section
What are your immediate employment goals?
Part Time
How can you travel to training?
Bus (Public Transportation)
When are you able to work?
Day
Evening
Set yourself to work: working full-time
Set yourself to work: managing people
No Actions Taken
What do you see as your work related skills/strengths?: communication

PHYSICAL DEMANDS
Edit this Section
What is the heaviest load that you can lift in the workplace? 30-40 pounds (5 gallons of water = 40 pounds)
What is the longest amount of time that you could stand upright in the workplace? 4 hours
Are you able to sit for long periods of time? Yes, but I need to get up and move around from time to time
Will you be able to pass a drug test? Yes, I am drug free and can pass a drug test
Describe your eyesight or vision can see with glasses or contacts

OTHER ITEMS
Edit this Section
Do you have a valid drivers license? No, but I could get a drivers license if I had training
Some employers will complete a background check on new employees. Please check all of the following that apply to your situation.
None of the above apply to me
Which of these languages can you speak fluently?
English

CONTACT INFORMATION
Edit this Section
First Name: Duke
Last Name: Lasley
Email: duke@noemail123.com
Social Security Number (format: xxx-xx-xxxx): xxx-xx-3783
Street Address 1: 783 783rd street
Street Address 2: 783
City: Elgin
State: IL
ZIP Code: 60123
Zip/Rust:
Primary Phone: 7837837833
Alternate Phone:

INFORMATION ABOUT YOU
Edit this Section
Gender: Prefer not to answer
Date of birth: 1/6/2001
Marital Status: None
Ethnicity:
White
Hispanic

EDUCATION LEVEL
Edit this Section
Highest Level of Education: H.S. Sophomore
Degrees, Certificates, Licenses, and Credentials: No Credentials Entered

EMPLOYMENT HISTORY
Edit this Section
Employment Status: Not In Labor Force
Have you had a job?: No
Employment History: No Employment Entered

FINAL QUESTIONS
Edit this Section
Are you working with any of the service providers below?
N/A
How did you hear about this program/Illinois workNet?
Local DHS Office

Previous Submit Application

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EDUCATION LEVEL

[Edit this Section](#)

Highest Level of Education: H.S. Sophomore

Degrees, Certificates, Licenses, and Credentials: No Credentials Entered

EMPLOYMENT HISTORY

[Edit this Section](#)

Employment Status: Not In Labor Force

Have you had a job?: No

Employment History: No Employment Entered

FINAL QUESTIONS

[Edit this Section](#)

Are you working with any of the service providers below?

N/A

How did you hear about this program/Illinois workNet?

Local DHS Office

Previous

Submit Application

To continue select

CONGRATULATIONS!

Thank you for completing your intake form.

You can submit your intake form for review. You cannot change it once submitted.

Once it is submitted, let your case worker know that you are done.

Note: This information will be sent to your Illinois workNet account as a message.

Cancel

Submit Application

To continue select

Access Your Tools

- Once the application is submitted, the system redirects to Illinois workNet – My Dashboard.
- Access all Illinois workNet tools from the Dashboard including:
 - Career Plan
 - Employment 101
 - Bookmarks
 - Resume Builder
 - Program Information like CYEP
 - Assessment Results

The screenshot displays the Illinois workNet user dashboard for a user named Duke. The top navigation bar includes a menu icon, Login, Sign Up, Search, and Español options. A yellow banner below the navigation bar states: "This is the TEST site for Illinois Worknet. View production". The main dashboard area is titled "Duke's Dashboard" and features a "My Tools" tab and a "My Assessments" tab. The "My Tools" section includes: Settings (with links for Update My Profile, Change Password, and Update - News Subscription Settings), Messages (4 Messages), Career Plan (with a link to Create Illinois workNet plan), Employment 101 (with links for Employment 101 Plans and Guide, and a list of assessment types: Pre-assessment - None, Post-assessment - None, Certificate - None), and My Bookmarks (with an Add New button). The "My Assessments" section is highlighted and shows a list of assessment tools: SKILLS AND INTERESTS, Disability Benefits Estimator, Employment 101, NOCTI Results, Observational Evaluation, Worksite Evaluation, and Other Assessments. A "Resume Builder" pop-up window is also visible, showing options for Resume Builder and Guide, and a list of saved items: Cover Letter Saved, Resume Saved, Portfolio Saved, Interview Practice Saved, Assessments Saved, and Website Saved. A "Job Search" pop-up window is also visible, showing a "My Bookmarked Jobs" section.