



General Revenue Funds (GRF) for State Supplemental Grant

QR Code Application

Agenda

- Housekeeping
- Introduction
- Completing a QR Code Application
- Q & A session

Housekeeping

GRF State Supplemental Program is presented by:

- Heather Lawrence – Business Analyst, Illinois workNet
- Kurtis D. Young – Grant Manager, Office of Employment & Training
- Kelly Lapetino – Program Division Manager, Office of Employment and Training
- Kristi Chevali – Northern Illinois Regional Workforce Manager, Office of Employment and Training
- Bryan Ellis – Southern Illinois Regional Workforce Manager, Office of Employment and Training
- Ruth Whitis – Central Illinois Regional Workforce Manager, Office of Employment and Training

Mute/Raise Hand

- When you joined the webinar today, you joined muted. Please stay muted until the Q&A session. During that session, you may unmute yourself and ask questions.
- The call is being recorded and will be posted to the [GRF partner page](#) in the [Technical Assistance, Tutorials, & Videos](#) section.
- Questions can be put in the chat during the call, and we will be sure to answer them.

Introduction

A **QR code, or Quick Response Code**, is a type of barcode that stores information digitally and can be scanned using a smartphone camera.

A **QR code** has been created for each Grantee so that customers can conveniently complete a GRF application.



Completing a QR Code Application

The **QR Code** can be found on the Customer Information tab.

- Note: When a GRF user has access to **more than one grantee**, be sure to **select the grantee from the dropdown menu** and give the system time to load the QR code.

QR Code section buttons

- The **Download QR Code** button opens an image of the QR Code.
- The **Copy Link** button copies the link so an image of the QR code can be pasted onto a document.
- The **Review QR Code Applications** button opens to a modal that displays applications that have been completed using the QR code link.
 - When the button is **blue**, there are no new applications to review.
 - When the button is **orange**, new applications are waiting for review.



Completing a QR Code Application

Scanning the QR Code

- After the QR code has been provided to the customer; they should **hover over the code** using the camera on their smartphone.
- When the customer hovers over the QR code, it will display **yellow box corners**.
- Once the code fits **inside the yellow box corners**, it will populate the **illinoisworknet.com** link.
- The customer should **manually click on the link using their fingertip**.
- Note: The customer **should not** take a picture of the QR code for the link to populate.



Completing a QR Code Application

The QR Code Application

- The application the customer sees using the QR code is the *same application that is already in GRF.*
- The customer should **use their fingertip to navigate the application and complete each field.**
 - When the customer navigates to a text box, they will use the keyboard on their phone to type in the information.
 - When the customer navigates to a circle, tapping on a circle with their fingertip will select the option(s) they want to choose.
- The customer should click **Submit** when they are finished completing the application.

Each screenshot below shows how the application appears on the participant's cell phone.

APPLICATION

Profile

Grantee
GRF - Training for LWIA 5

Grant Number
012726

First Name *

Last Name *

Date of Birth *

Email *

Street Address 1 *

Street Address 2

City *

State *

Zip Code *

Phone Number

What racial or ethnic groups best describe you? Check all that apply. *

☐ American Indian or Alaskan Native

☐ Asian

☐ Black/African American

☐ Hawaiian or Pacific Islander

☐ Hispanic or Latino

☐ White

☐ Prefer not to Answer

Characteristics: Check all that apply. *

☐ Considered to have a disability

☐ Immigrant and Refugee Adult Learners

☐ Justice Involved/Returning Citizen

☐ LGBTQ+

☐ Older Worker

☐ Unemployed/Underemployed

☐ Veteran

☐ Youth

☐ Not applicable

Potential Barriers: Check all that apply. *

☐ Eligible migrant and seasonal farmworkers

☐ Homeless Individuals

☐ Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers

☐ Long-term unemployed/underemployed individuals

☐ Low Income

☐ Single parents (including single pregnant women)

☐ Youth who are in or have aged out of the foster care system

☐ Other

☐ Not applicable

Other Employment Related Information

i Authorized to Work in the United States *

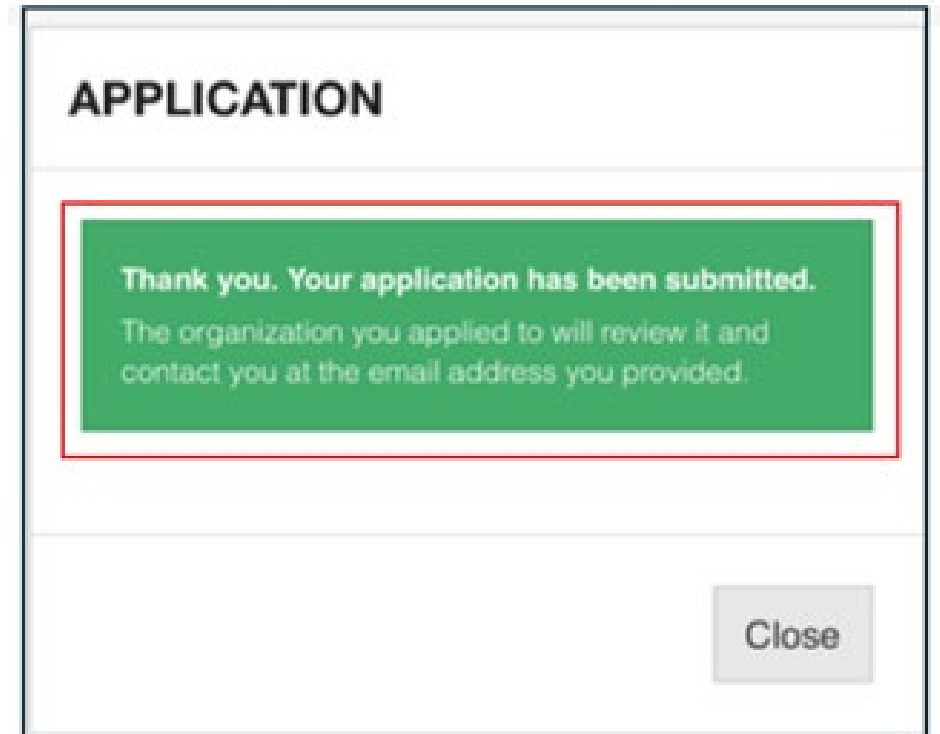
☐ Yes ☐ No

Close Submit

Completing a QR Code Application

Application Completed Message

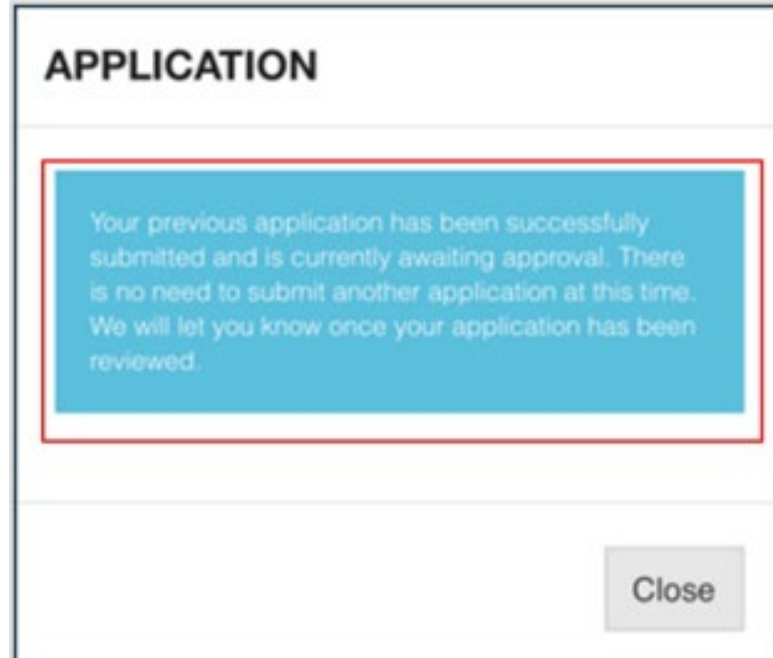
- The customer will **receive a message** that the application has been submitted after the Submit button is clicked.



Completing a QR Code Application

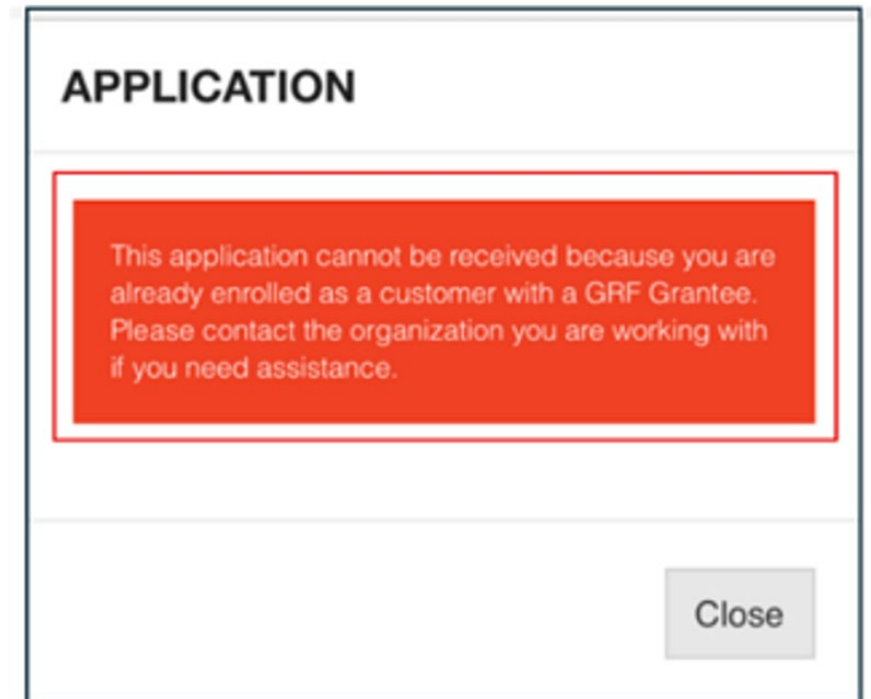
Submit Message – Application Still Waiting

When a customer *attempts to complete a second application, but the first application has not been approved or rejected*, a message stating **the application is still currently waiting for approval appears** after the Submit button is clicked.



Submit Message – Already a Customer

When a customer *is already a customer with a GRF Grantee*, a message stating **the application cannot be received because you are already enrolled as a customer with a GRF Grantee** appears after the Submit button is clicked.



Completing a QR Code Application

Review Completed Application(s)

- On the Customer Information tab, after a customer has completed an application using the QR code, the **Review QR Code Applications** button turns orange.
- Click the **Review QR Code Applications** button to review submitted applications.

The screenshot displays the 'GRF PROGRAM REPORTING SYSTEM' interface. At the top, there's a blue header with a user icon and the system name. Below the header, a 'Back to Customer List' link is visible. The main navigation bar includes tabs for 'Customer Information' (active), 'Capacity Building', 'Work Plan & Reports', 'Planned vs. Actual GRF', and 'Glossary'. The 'Customer Information' tab contains a 'Search By' section with dropdown menus for 'Program Year' (set to 'PY 26: 07/01/26 - 06/30/27'), 'Name', 'Lwia' (set to 'LWIA 5'), 'Grantee' (set to 'GRF - Training for LWIA 5'), and 'Service Level' (set to 'Select'). To the right of the search filters, a 'QR Code' section displays a QR code for 'GRF - Training for LWIA 5'. Below the QR code are two buttons: 'Download QR Code' and 'Copy Link'. A red box highlights the 'Review QR Code Applications' button, which is orange. At the bottom of the interface, there are buttons for 'Search', 'Export', 'Reset Filters', 'Upload Customer Information', and 'Add Customer'.

Completing a QR Code Application

Review submitted QR Code Applications

- A new application will **display 3 buttons to the right in the Action column**:
 - Review
 - Approve
 - Reject

Review Button

- When the **Review** button is clicked, it displays a copy of the application.
 - When the **X** at the top of the modal is selected, it *closes the Review QR Code Applications modal*.
 - When the **X** (under the top X) is selected, it *closes the application and goes back to the list of applications*.

The screenshot displays the 'REVIEW QR CODE APPLICATIONS' interface. At the top, there is a 'Back to Customer List' button. Below it, instructions for reviewing applications are provided, including clicking 'Review', 'Approve', or 'Reject', and using the 'X' icon to return to the list. A table lists applications with columns for Last Name, First Name, Date of Birth, Grantee, Submitted Date, Status, and Action. The 'Action' column for a 'Submitted' application shows 'Review', 'Approve', and 'Reject' buttons. A red arrow points from the 'Review' button to a detailed application modal. The modal contains the following information:

APPLICATION
Submitted 09/01/2026

Profile

Grantee	GFF - Training for LWSA S
Grant Number	012726
First Name	Ramona
Last Name	Rand
Date of Birth	05/02/1983
Email	Rand@noemail.com
Street Address 1	13 Ramon Street
Street Address 2	
City	Springfield
State	IL
Zip Code	62711
Phone Number	

Required Demographic Information

Education At Enrollment	Attending high school or equivalent program
Gender	Female
Racial or Ethnic Groups	American Indian or Alaskan Native
Characteristics	Veteran
Potential Barriers	Long-term unemployed/underemployed individuals

Other Employment Related Information

Authorized to Work in the United States	Yes
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Completing a QR Code Application

Approve Button

- When the **Approve** button is clicked, the Approve and Reject buttons will grey out.
- An **IWN Account Status** customer added modal will display.
- The customer is then *added to the customer list on the Customer Information tab* and will display with a **Recruited** status.

REVIEW QR CODE APPLICATIONS

[Back to Customer List](#)

Review the submitted applications listed below.

- Click **Review** to view the data on the submitted application. Click the X icon at the top of the application to return to the applications list.
- Click **Approve** to accept the application. Clicking Approve will create an Illinois workNet account for the customer. Be sure to write down the username and password to provide to the customer. Click the X icon at the top of the account information box to return to the application list.
- Click **Reject** to not accept the application.

Last Name	First Name	Date of Birth	Grantee	Submitted Date	Status	Action
Rand	Ramona	05/02/1983	GRF - Training for LWIA 5	09/08/2026	Submitted	Review Approve Reject

REVIEW QR CODE APPLICATIONS

IWN ACCOUNT STATUS

Username: RRand

Password: Rand050283

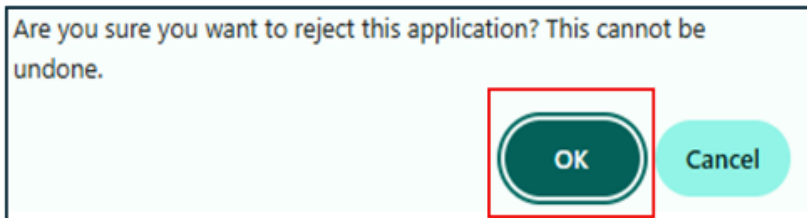
Status: New Account Created

Result: Customer Added

Completing a QR Code Application

Reject Button

- When the **Reject** button is clicked, a message appears confirming that the application should be rejected.
- Click the **Ok** button to confirm the message.



Coming Soon!

- A *QR Code Application* section will be added to the top of the dashboard on the Individuals tab for New, Approved, and Rejected applications.
- Super Admin users will have the ability to *remove a rejected status* from a QR code application to allow it to be approved if needed.

