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Acronyms

- IEBS – Illinois Employment Business System
- IWDS – Illinois Workforce Development System
- LWIA – Local Workforce Investment Area
- RRU – Rapid Response Unit and typically a team member
- D&B – Dun and Bradstreet
- LMI – Labor Market Information
- EDR – Economic Development Region
- WARN – Worker Adjustment and Retraining Notification
- TAA – Trade Adjustment Assistance commonly known as TRADE
- NAICS – North American Industry Classification System
- SOC – Standard Occupational Classification
- AFL/CIO – union group
- DCEO – Department of Commerce and Economic Opportunity
- UI – Unemployment Insurance

Why Submit an Online WARN notification?

The Illinois Worker Adjustment and Retraining Notification Act (WARN) requires applicable employers to provide advanced notification of a plant closure or mass layoff. This applies to employers with 75 or more full-time workers.

- Definition of "Mass Layoff" triggering notice requirements:
 - 25 or more full-time employees are laid off, and they constitute one-third or more of the full-time employees at the site, OR
 - 250 or more full-time employees are laid off at a single site.
- Definition of "Plant Closure" triggering notice requirements:
 - Closure of a site that employs 50 or more employees, impacting all workers.

Illinois Worker Adjustment and Retraining Notification (WARN) Act.

What the Notice must Contain:

- The name and address of the employment site(s) where the plant closing or mass layoff will occur.
- Whether the planned action is expected to be permanent or temporary and if the entire plant is to be closed—a statement to that effect.
- The expected date of the first separation, and the anticipated schedule for making separations.
- The job titles of positions to be affected, and the number of affected employees in each job classification (for multiple sites, provide a list per site).
- A statement as to the existence of any applicable bumping rights.
- The name of each union representing the affected employees, and the name and address of the chief elected officer of each union—if none exist, so state; and
- The name and telephone number of a company official to contact for further information.

Also, please include the employer's Federal Identification Number, or FEIN, for the dislocating company on all WARN correspondence.

Illinois WARN Requirements

- **Option 1: Submit using an Illinois WorkNet Account Login**
 - Create or use an existing Illinois WorkNet account and login to submit a WARN through the Illinois WorkNet WARN Portal. An account is recommended if you plan to submit multiple WARN notices or need to file a supplemental notice for an existing layoff.
- **Option 2: Submit as a Guest**
 - Submit a WARN through the Illinois WorkNet WARN Portal.
 - No account is required, but without signing in, you cannot view past submissions.

Option 1

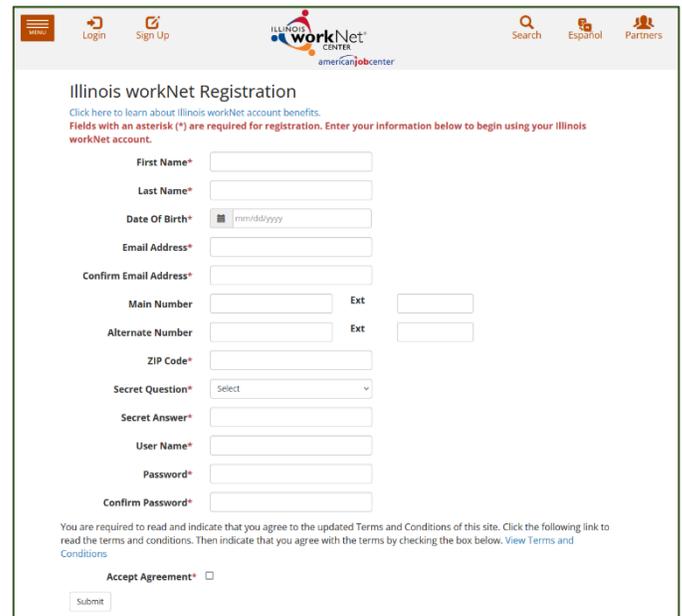
Create an Illinois workNet Account

An Illinois workNet account is required to submit an Online WARN. At the top of the screen click Sign Up or Login with an existing Illinois workNet account.

Sign Up for an Illinois workNet Account

Sign Up is simple. Illinois workNet requires:

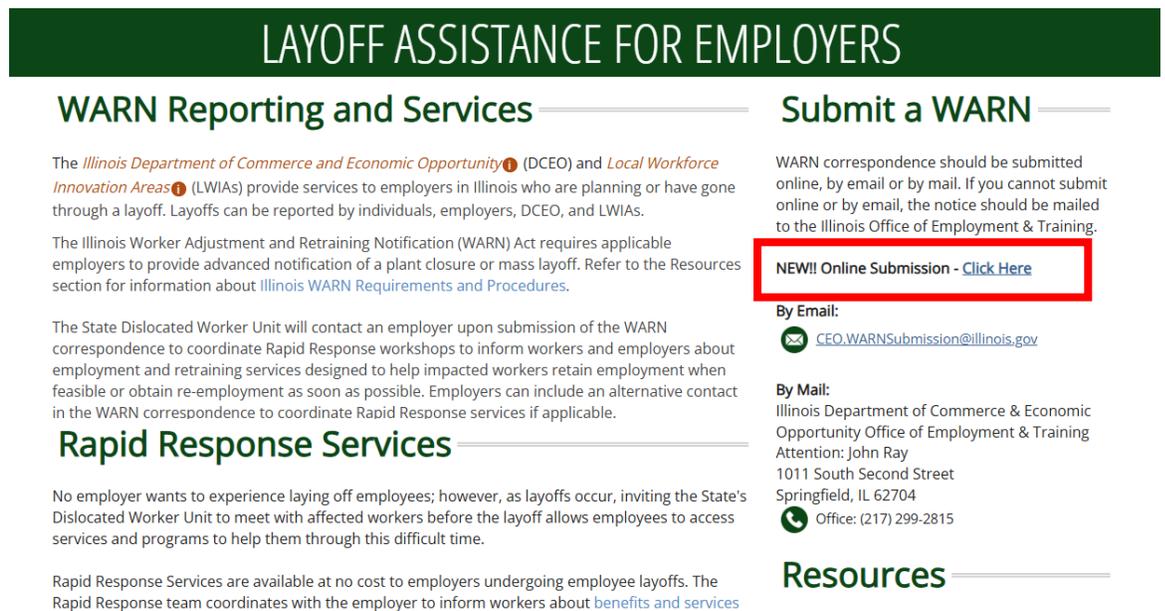
- First name
- Last name
- Date of birth
- Email address
- Select a secret question
- Enter an answer to the question
- Create a User Name
- Enter a password
- Confirm the password
- Check the box to Accept Agreement
- Click the Submit button

Submitting an ONLINE WARN report

From the Layoff Assistance for Employers page, find the section to Submit an online WARN

[Click Here.](#)



WARN Reporting and Services

The Illinois Department of Commerce and Economic Opportunity (DCEO) and Local Workforce Innovation Areas (LWIAs) provide services to employers in Illinois who are planning or have gone through a layoff. Layoffs can be reported by individuals, employers, DCEO, and LWIAs.

The Illinois Worker Adjustment and Retraining Notification (WARN) Act requires applicable employers to provide advanced notification of a plant closure or mass layoff. Refer to the Resources section for information about Illinois WARN Requirements and Procedures.

The State Dislocated Worker Unit will contact an employer upon submission of the WARN correspondence to coordinate Rapid Response workshops to inform workers and employers about employment and retraining services designed to help impacted workers retain employment when feasible or obtain re-employment as soon as possible. Employers can include an alternative contact in the WARN correspondence to coordinate Rapid Response services if applicable.

Rapid Response Services

No employer wants to experience laying off employees; however, as layoffs occur, inviting the State's Dislocated Worker Unit to meet with affected workers before the layoff allows employees to access services and programs to help them through this difficult time.

Rapid Response Services are available at no cost to employers undergoing employee layoffs. The Rapid Response team coordinates with the employer to inform workers about [benefits and services](#)

Submit a WARN

WARN correspondence should be submitted online, by email or by mail. If you cannot submit online or by email, the notice should be mailed to the Illinois Office of Employment & Training.

NEW!! Online Submission - [Click Here](#)

By Email:
 CEO.WARNSubmission@Illinois.gov

By Mail:
 Illinois Department of Commerce & Economic Opportunity Office of Employment & Training
 Attention: John Ray
 1011 South Second Street
 Springfield, IL 62704
 Office: (217) 299-2815

Resources

Online WARN Information

The online WARN submission requires the same information an employer would submit by email or letter. The user is able to select whether they submit as a logged in user or as a guest.

ONLINE WARN SUBMISSION

Back to Layoff Assistance for Employers

Who must provide notice?

The Illinois Worker Adjustment and Retraining Notification Act (WARN) requires applicable employers to provide advanced notification of a plant closure or mass layoff. This applies to employers with 75 or more full-time workers.

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Illinois Worker Adjustment and Retraining Notification (WARN) Act.

What the Notice must contain

- The name and address of the employment site(s) where the plant closing or mass layoff will occur.
- Whether the planned action is expected to be permanent or temporary and if the entire plant is to be closed—a statement to that effect.
- The expected date of the first separation, and the anticipated schedule for making separations.
- The job titles of positions to be affected, and the number of affected employees in each job classification (for multiple sites, provide a list per site).
- A statement as to the existence of any applicable bumping rights.
- The name of each union representing the affected employees, and the name and address of the chief elected officer of each union—if none exist, so state; and
- The name and telephone number of a company official to contact for further information.

Also, please include the employer's Federal Identification Number, or FEIN, for the dislocating company on all WARN correspondence.

Illinois WARN Requirements

Notice Must Be Provided to Illinois' Dislocated Worker Unit:

- Option 1: Submit using an Illinois WorkNet Account Login**
 - Create or use an existing Illinois WorkNet account and login to submit a WARN through the Illinois WorkNet WARN Portal. An account is recommended if you plan to submit multiple WARN notices or need to file a supplemental notice for an existing layoff.
- Option 2: Submit as a Guest**
 - Submit a WARN through the Illinois WorkNet WARN Portal.
 - No account is required, but without signing in, you cannot view past submissions.

Option 1 - Submit using an Illinois WorkNet Account Login

Option 2 - Submit as a Guest

Illinois WARN Complaints

The Illinois WARN Law maintains that the Director of the Illinois Department of Labor is to make rules with "provisions that allow the parties access to administrative hearings for any actions of the Department under the Act." Furthermore, in "any investigation or proceeding under this Act," the Director has the authority to "examine the books and records of an employer" in order to determine whether a violation of this Act has occurred."

For information about compliance, please visit the Illinois Department of Labor at Worker Adjustment and Retraining Notification Act (WARN) - Conciliation and Mediation Division

Landing Page – Option 1

All logged-in users land on the Online WARN Submission page. If the user has an Illinois workNet Account, some of the information will be auto populated.

Click the button **Create a new WARN**

If you are a representative of multiple companies, when clicking the link to submit an Online WARN, the page may look like this.

Online WARN Submission

+ Create a new WARN

Prior Online WARNs

The WARN(s) listed here are your prior submissions.

Results: 1 to 6 of 6 Limit 50 << < Page 1 of 1 > >>

Location Name	Status	Created	View
██████████	Submitted & Reviewed - Approved	11/15/2024	View
TOTAL MANNER CARE LLC	Submitted & Reviewed - Approved	10/18/2024	View
INDICUT BANK MFD	Submitted & Awaiting Review	10/18/2024	View

Create New WARN – Contact Page

Option 1

Some of the logged-in user information will be auto populated from the Illinois workNet account on file.

Option 2

The user will complete all required fields on the contact page form.

Additional contacts for the layoff should be added to this page.

Create New WARN

Withdrawals

← Previous Screen

Contact(s)

The person submitting the Online WARN is a required contact. Only the submitter's address can be updated here. If an Online WARN submitter needs to change their information below, visit "My Profile" in the Illinois workNet System.

Additional contacts, including company officials, can be added by clicking the "Add Another Contact" button below. The Dislocated Worker Unit will reach out to the contacts provided to coordinate Rapid Response Workshops.

First Name *

List Name *

Email *

Title

Phone

Call Phone

Street Address *

Apt/Suite

City *

State *

Zip Code *

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Company Search

Create New WARN

[Instructions](#)

Company Search

We use Dun and Bradstreet - D&B for company searches. Search D&B for the company that best represents your organization. Consider using partial names to ensure the most complete list of possible Organizations. For example: Rootbeer instead of Smith's Rootbeer Manufacturing, LLC.

Only display Headquarter results

[Search](#)
[Reset](#)

Use the Dun and Bradstreet (D&B) search to find the company for which the layoff is being submitted. The fewer parameters entered in the box will yield the highest results for the list from which to select.

Click **Select**

Only display Headquarter results

[Search](#)
[Reset](#)

Organization Name	Address	Type of facility	Select
A [redacted] ols)	404 N Armour St Chicago, IL 60642-6323	Global Ultimate, Domestic Ultimate, Parent/Headquarters	Select
P [redacted] JP)	1 Westbrook Corporate Ctr Ste 300 Westchester, IL 60154-5709	Standalone Organization	Select
P [redacted] C.	638 N Walnut Ln Schaumburg, IL 60194-2663	Standalone Organization	Select
A [redacted] hc	818 E Queenwood Rd Ste 2 Morton, IL 61550-4512	Standalone Organization	Select
C [redacted] C	330 S Wells St APT 618D Chicago, IL 60606-7106	Global Ultimate, Domestic Ultimate, Parent/Headquarters	Select

A modal will open, if the information is correct, select "Confirm and Continue"

Confirm Organization Selection

You have selected the following business. Please review the details and confirm that this is the correct organization.

The [redacted]
7 [redacted]
V [redacted]

County

[Cancel](#)
[Confirm and Continue](#)

If the company is not found, the user can click Reset and an option to manually enter the organization is opened.

Only display Headquarter results

No results were found. Try modifying your search criteria.

Fill in the details that you have. Required fields are marked with a red asterisk.

Click **Save and Continue**

Create New WARN

16.7%

[<< Previous Screen](#)

Add a new Organization and Location

Name * Doing Business As Name(s)

UI Account DUNS ID

FEIN

Website * Year Business Started Overall Employee Count

Industry Information *

Address * Search for location Phone *

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Layoff Details

- **Enter** the number of full-time employees at the layoff location. Enter the total number of layoffs expected.
- **Select** a reason for the layoff.
- **Enter** the initial date of the layoff.
- **Enter** Yes/No is the layoff related to energy sector.
- **Select** all that apply for the cause of the layoff.
- **Click** save and continue

Create New WARN

Adjustable Clamp Company (Pony Tools)
404 N Armour St
Chicago, IL 60642

Instructions

33.4%

[<< Previous Screen](#)

Layoff Details

Please provide information related to the layoff. You will be able to provide specific layoff date details on the Schedule screen later in the entry process.

Total # of Full-Time Employees * Total # of layoffs *

Reason * Initial Layoff Date *

Is the closure/deactivation related to the energy sector (e.g., power plant, renewable energy facilities)? *

Yes No

Event Cause (Choose as many that apply) *

<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> National Disaster	<input type="checkbox"/> Seeking Capital
<input type="checkbox"/> Bought Out	<input type="checkbox"/> Natural Disaster	<input type="checkbox"/> Selling Product Line
<input type="checkbox"/> Business Slowdown	<input type="checkbox"/> Outsource Function	<input type="checkbox"/> Sold Business
<input type="checkbox"/> Consolidation	<input type="checkbox"/> Poor Economy	<input type="checkbox"/> Trade
<input type="checkbox"/> Faltering Company	<input type="checkbox"/> Relocation	<input type="checkbox"/> Weakened Demand
<input type="checkbox"/> Financial	<input type="checkbox"/> Restructuring	<input type="checkbox"/> Other
<input type="checkbox"/> Lost Contract		

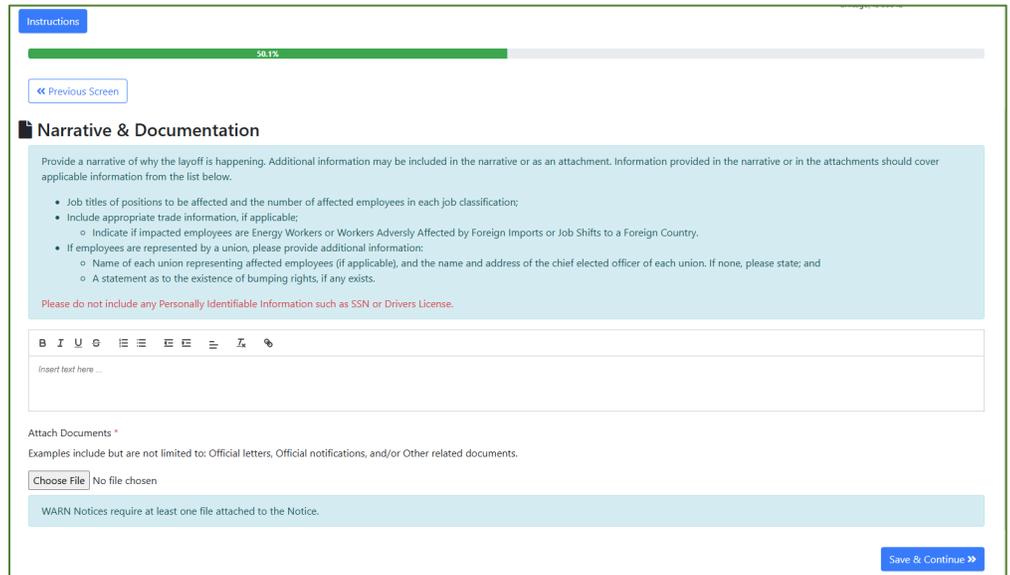
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Narrative and Documentation

Enter text to delineate the details of the layoff without including Personally Identifiable Information (PII) about the impacted workers.

Select a file to upload. Should be .doc, .xls, .pdf

Click Save and Continue.



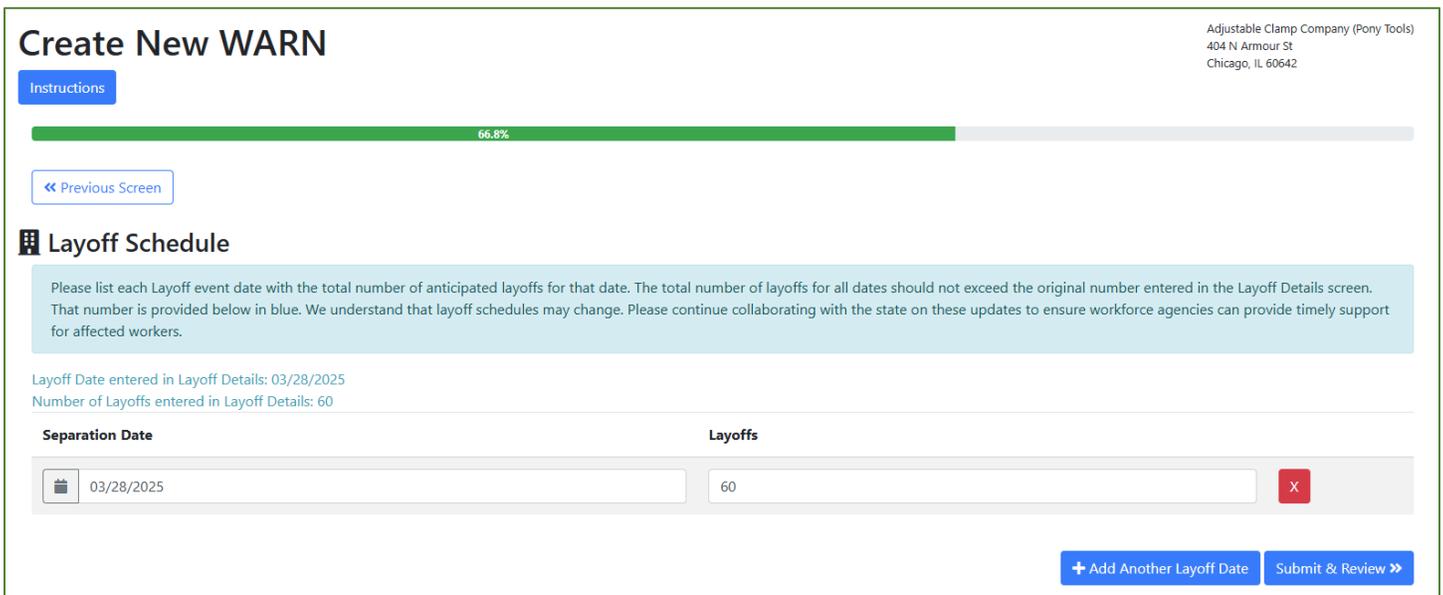
The screenshot shows a web form titled "Narrative & Documentation". At the top, there is a progress bar at 50.1% and a "Previous Screen" button. The main instruction reads: "Provide a narrative of why the layoff is happening. Additional information may be included in the narrative or as an attachment. Information provided in the narrative or in the attachments should cover applicable information from the list below." Below this are three bullet points:

- Job titles of positions to be affected and the number of affected employees in each job classification;
- Include appropriate trade information, if applicable;
 - Indicate if impacted employees are Energy Workers or Workers Adversely Affected by Foreign Imports or Job Shifts to a Foreign Country.
- If employees are represented by a union, please provide additional information:
 - Name of each union representing affected employees (if applicable), and the name and address of the chief elected officer of each union. If none, please state; and
 - A statement as to the existence of bumping rights, if any exists.

 A red note states: "Please do not include any Personally Identifiable Information such as SSN or Drivers License." Below the text area is a rich text editor with a toolbar and a "Choose File" button. A note says "WARN Notices require at least one file attached to the Notice." At the bottom right is a "Save & Continue" button.

Layoff Schedule

The date of the initial layoff is added from the Layoff Details page. If there are additional dates when layoffs will occur, enter those now. Adjust the count of the number of total layoffs to be consistent with the original number.



The screenshot shows a web form titled "Create New WARN" with a sub-section for "Layoff Schedule". The top right corner shows the company name and address: "Adjustable Clamp Company (Pony Tools), 404 N Armour St, Chicago, IL 60642". A progress bar is at 66.8%. Below the title is an instruction: "Please list each Layoff event date with the total number of anticipated layoffs for that date. The total number of layoffs for all dates should not exceed the original number entered in the Layoff Details screen. That number is provided below in blue. We understand that layoff schedules may change. Please continue collaborating with the state on these updates to ensure workforce agencies can provide timely support for affected workers." Below this, it shows "Layoff Date entered in Layoff Details: 03/28/2025" and "Number of Layoffs entered in Layoff Details: 60". A table with two columns, "Separation Date" and "Layoffs", contains one row with the date "03/28/2025" and the number "60". At the bottom right are buttons for "+ Add Another Layoff Date" and "Submit & Review".

Submit the WARN

- Review** the information entered.
- Print** the submission if needed. A print modal opens.
- Submit** the Online WARN.

Create New WARN

Adjustable Clamp Company (Pony Tools)
404 N Armour St
Chicago, IL 60642

You're almost finished!
Please review the information and click submit. Your Online WARN will not be reviewed until it has been submitted. An email confirmation will be sent upon submitting your WARN.
Upon submission of the WARN Layoff, the State Dislocated Worker Unit will reach out to the contact(s) on your form to coordinate Rapid Response workshops.

Submit Your WARN

Company Information

Adjustable Clamp Company (Pony Tools) 404 N Armour St Chicago, IL 60642-6323		Ph: M:	Doing Business As: Euns ID: 005151204
County:	Website:	Industry ID: Business Start Year:	

Layoff Details

FEIN: UI ACCOUNT: Energy Sector Related: No	Number of Employees: 900 Number of Layoffs: 60 Reason: Layoff	Cause(s): Outsource Function Selling Product Line
---	---	---

Narrative

words entered here

Documents Uploaded

Unable to add SS for December - OAI Inc Clients.docx

Schedule

Date	Employees Impacted
03/28/2025	60

Contact(s)

Name	Title	Phone(s)	Email
Three Programs	WARN Creator	Ph: (951) 991-9991 M:	dee.a.reinhart1@gmail.com

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When complete, click the link to return to the list of submissions (if logged in) or to return to the Layoff for Employers page.

Post Submission

After user submits the WARN, all contacts on the submission will receive an email confirming the submission.

Within 10 business days user will receive communication from a Rapid Response representative to confirm the information in the submission.

From: [Redacted] >
Sent: Friday, August 23, 2024 9:00 AM
To: [Redacted] >
Subject: Online WARN Submission Confirmation

Sent from DEV environment; recipient list has been altered.

An Online WARN has been submitted in your name to the Illinois Department of Commerce and Economic Opportunity (DCEO) . We understand that workforce reductions can be challenging, and we will follow up to provide the necessary support to help you and your employees navigate this transition.

Within two business days, a representative from our team will contact the designated point of contact listed in your WARN submission. We will provide information on no-cost services and resources available through the American Job Center network, including job placement assistance, training opportunities, unemployment insurance benefits, and other support services to ease the transition for affected employees. Please let us know if there is an alternative contact to coordinate Rapid Response services. If you have any immediate questions regarding your WARN submission or need further information, please feel free to contact the WARN Processing Unit at CEO.WARNSubmission@Illinois.gov.

For more information about the services available through the public workforce system, please visit Illinois' workforce portal at www.illinoisworknet.com.

WARN Submission Confirmation in reference to:
 Business Name: M [Redacted], Inc.
 Doing Business as:
 Location Address: 3 [Redacted]
 Springfield, IL [Redacted] 1
 Total Layoffs: [Redacted]

We appreciate your proactive communication and look forward to assisting you in supporting your employees during this period of transition.

Sincerely,
 Rapid Response Team
 Office of Employment and Training
 Illinois Department of Commerce and Economic Opportunity
 DO NOT REPLY TO THIS MESSAGE! This is for informational purposes only.