



Purpose:

In Customer Groups, the agency has access to update and maintain Provider Information. The Grantee Details is a place to maintain services offered. Services associated to the grantee details will then be available to input into a participant's career plan.

Who Enters/Maintains Data

- Grantee Program Administrators enters local demographic information, training program information, employers, worksite information, placements, and uploads payroll.
- State Level Staff enters initial grant number, start and end date, grant amount, technical assistance contact, and projected enrollment.

Access Services through the Grantee Details

- 1. Log into www.illinoisworknet.com.
- 2. Select My Dashboard and select Customer Support Center.
- 3. Select Provider Info and then select Grantee Details.
- 4. If you are associated with multiple projects, they will display as a list. Select the Project.
- 5. If you are associated with multiple agencies/locations for the program, they will display as a list. Select the Provider.
- 6. Click the Select Button.

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Appointments	File Uploads	ISETS Provider Details	ISETS E&T Programs	Case	e Notes	Grantee	Details	Training Programs	
Project *	IL Wo	orks			~				
Provider/Grantee *	Chica	igo Provider 2			~				
Select Print									
Grantee Info									

7. Scroll to the bottom of the page to access the service information





November 2022

SERVICE	ES	Add New Training Service Edit Services to Use on Career Plans				
Show 10 🗸	entries	_	Search:			
Category	Name	Description		♦	Active Status	Edit ^{\$}
N/A	Alumni Networking	Alumni Networking Service			Yes	Edit ×
N/A	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DC apprenticeship program, including application fees.	OL-registered	t '	Yes	Edit X
N/A	Assistance with completing an apprenticeship program application	Provide assistance with completing a register apprenticeship in the con industry.	nstruction		Yes	Edit ×

Adding Services to Use on Career Plans

Services – these are services, steps, activities that may be added to a participant's Career Plan. If a grantor has specific steps that must be added to a participant's plan, those steps need to be added in this section. All steps associated with a program are added to Illinois workNet.

- Select the Add New Training Service button to add a new service name and description OR select the Edit Services to Use on Career Plans button – a modal window opens.
- 2. Click the drop-down by Service Type to select a group of services from which to select OR typea keyword in the Search box.
- 3. Click the See More to read additional details.
- Click the checkbox in front of the service your selections will hold until you click save atthe bottom of the screen.
- Click Save all of your selected services should be added to the table on the Grantee Details tab.

Service Type				
All				
how 10 🗸	entries			Search:
Add		Category	Service	Description
		Youth Service Element Academic / Training / Career	Adult Mentoring	PIRL 1410 20 CFR § 681.490 states that adult mentoring must See More
		Youth Service Element Academic / Training / Career	Alternative School/Dropout Recovery Services	PIRL 1403 See More
0		Career	Assistance Establishing Eligibility for Financial Aid	PIRL 1003, 1004, 1116 See More
		Career	Career Planning (Case Management)	PIRL 1004, 1200, 1203 Provision o individualized counselin See More
		N/A	Case Management / Career Planning	PIRL 1411 See More
		Disaster Recovery Services	Child/Dependent Care for DRE	PIRL 1409 Services provided to a DRE customer to permit his See More
0		Career	Comprehensive and Specialized Assessments (Tests)	PIRL 1004, 1200, 1201 Diagnostic Testing, Asset Development See More
		Youth Service Element Academic / Training / Career	Comprehensive Guidance and Counseling	PIRL 1411 20 CFR § 681.510 states that comprehensive guidan See More

Some grants prepare a list of services associated with the project. Ensure that all of those services are available for staff to select when working on a participant's career plan. When a participant is enrolled these services will be pulled over into their profile.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.