

The emails below are sent automatically to:

- The primary contact for the grantee identified with the Incumbent Worker Training Plan.
- The Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training (OET) contact identified with the Incumbent Worker Training Plan.

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Complete Your Incumbent Worker Training Plan

Dear [Name of Primary Contact with the Project Plan],

The Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training (OET) has issued your Incumbent Worker Training Grant:

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]
[Start Date]
[End Date]

Please read this email in its entirety; it has important information about this project. We also recommend you save this email so you may refer to it throughout the project.

Before you begin your project, you will need to log into the Illinois workNet Incumbent Worker Tracking System (IWTS) and complete a training project plan. Once you complete your plan, you'll submit it electronically to DCEO OET staff who will review it and either respond to you with a request for a change to the plan or accept it.

After your plan is accepted by DCEO OET you will also:

- Add all of the employees who will receive the incumbent worker training to the plan. The IWTS will email you instructions to complete this step once your plan is accepted.
- Show which training courses each employee is participating with. The same email sent to you with instructions on adding employees will include the instructions for showing employees in all courses they are taking.
- Submit quarterly reports that include the status of each employee with the training and all outcomes. The IWTS will email you and let you know when it's time to complete each quarterly report.

To complete your incumbent worker project plan, click the IWTS login link below. Once you log in, additional guidance is provided on the plan screens. You will have an option with your plan to add other staff from your organization to view or complete the project plan. Once you submit your plan, DCEO staff will be notified by IWTS to review it.

Follow this link to log in and access your plan, [Link to log in and direct to the IWTS Project Plan web page].

Before beginning your plan, visit the IWTS Partner guide. You don't have to log in to review instructions and download materials any time from this page:

<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, the DCEO contact for your project plan is:

Name of DCEO Contact for the Plan
Phone Number
Email Address

IWTS Request for Employer Approval

Dear [Name of DCEO Contact with the Project Plan],

Our Incumbent Worker Training project needs to be reviewed. We have selected an employer that has been previously used for another project(s). We need your approval before we can proceed because our project is currently on hold in the system.

Project Name
Project Number
Grant Number
LWIA
Grant Type
Amount
Project Start Date
Project End Date
Grantee
Grantee Address

Employer FEIN:
Employer Name
Employer Address

Log in to IWTS to review and approve the Plan
Login to IWTS.
Review the IWT Guide here [IWTS Guides](#).
If you have any questions, please contact me at your earliest convenience.

Sincerely,
[Name of Primary Contact with the Project Plan]

IWTS Employer Request Has Been Approved

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan for the following employer has been approved by The Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training (OET). You can now proceed entering employer contacts and worksites:

FEIN
Employer Name
Address

Now that your employer is accepted, log in to your Illinois workNet My Dashboard to continue entering the remainder of your plan Login to IWTS

1. Add employer contacts and worksite information
 - a. Log in to your Illinois workNet account Login to IWTS.
 - b. Select 193 - FEIN Testing Project 1 - 2/15/17.
 - c. Select "Employers" from the Project Navigator Menu.
 - d. Select the Contacts and Worksites tabs to add additional information.
 - e. Then add all relevant courses before reviewing your project and submitting for final approval.

You don't have to login to review instructions and download materials any time from this page IWTS Guides
If you have any questions, please contact me at your earliest convenience.

Sincerely,
[Name of DCEO Contact with the Project Plan]

Incumbent Worker Training Plan - Ready for DCEO OET Review

Dear [Full Name of DCEO Contact with the Plan],

Our Incumbent Worker Training Project Plan is ready for your review:

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]
[Start Date]
[End Date]

Comments included by the Primary Contact included with the plan:

Log in to your Illinois workNet My Dashboard to review and approve the Plan [Link to log into the plan.].

You don't have to log in to review instructions and download materials any time from this page:
<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, please contact me at your earliest convenience.

Sincerely,
[Grantee Name and Contact Information]

Incumbent Worker Training Plan - Accepted by DCEO OET

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan for the following project has been accepted by Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET):

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]
[Start Date]
[End Date]

Comments included by the Primary Contact included with the plan:

Now that your plan is accepted, log in to your Illinois workNet My Dashboard to review and approve the Plan [Link to log into the plan.].

1. Add the workers/employees to be trained to IWTS.
 - a. Log in to your Illinois workNet account [Login to IWTS].
 - b. Select [Project Name].
 - c. Select "Add Employees" from the Project Navigator Menu.
 - d. You can either fill in the required information for each employee one at a time or
 - e. Use Excel to upload a file with all of the required employee information.

All employees who will be trained are required to be entered. You can add them all at one time or return to your plan any time to continue to add employees.

2. Add the employees to be training to the training course sessions.
 - a. Select "Course Registration" from the Project Navigator Menu.
 - b. Assign employees to all of the course sessions you included with the Plan.
 - c. Either complete this information for all employees now or keep it current by returning to your IWTS tools and updating it.

The information required to enter employees and register them into courses is included with the instructions on the screen and with the IWTS Guide and Resources.

You don't have to log in to review instructions and download materials any time from this page:
<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Name of Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET) Contact for the Plan:

Phone Number

Email Address

Incumbent Worker Training Plan – Quarterly Report is Due Now

Dear [Name of Primary Contact with the Project Plan],

The Quarterly Report for the following incumbent worker training project is due now for:

[IWTS Project Name]

[IWDS Grant Number]

[IWTS Project Number]

[Amount]

[Start Date]

[End Date]

To submit your report, log into your Illinois workNet account [Link to login]

Begin by selecting the project plan and from the navigator menu select "Submit Current Quarterly Report."

You will need to complete all three tabs with the report:

1. Status Report – Include an updated description of the project and click "Save" at the bottom of the screen.
2. Workers Training Status – Select the course(s) and update the status for each employee.
 - a. To update this information, you'll need to be sure the project information added with "Add Employees" and "Course Registrations" is current.
3. Workers Training Outcome – update the outcomes for all employees who have completed training.

Once you've completed the Quarterly Report information, select to "Review and Submit." The review screen will show if there are any errors that need to be corrected. After correcting any errors, select "Submit."

The screen will let you know if there were any problems with submitting the report or if DCEO has received it. If this is a final report, DCEO will notify you if the report needs any changes. If this is not a final report, IWTS will send you a reminder to complete this report for the next quarter.

You don't have to log in to review instructions and download materials any time from this page:

<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, the DCEO contact for your project plan is:

Name of DCEO Contact for the Plan
Phone Number
Email Address

Incumbent Worker Training Plan – Denied Notice

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan for the following project has been denied by Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET):

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]
[Start Date]
[End Date]

Comments included by the Primary Contact included with the plan:

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Name of Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET) Contact for the Plan:
Phone Number
Email Address

Incumbent Worker Training Plan – Your Project is Completed

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan and quarterly reports for the following project are completed. No further action is needed with the Incumbent Worker Tracking System (IWTS) for this plan.

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]

[Start Date]

[End Date]

Comments included by the Primary Contact included with the plan:

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Name of Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET) Contact for the Plan:

Phone Number

Email Address

Incumbent Worker Training Plan – Your Plan is Re-Opened

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan for the following project has been re-opened:

[IWTS Project Name]

[IWDS Grant Number]

[IWTS Project Number]

[Amount]

[Start Date]

[End Date]

Comments included by the Primary Contact included with the plan:

Log into the Illinois workNet Incumbent Worker Tracking System (IWTS) and complete the training project plan. Once you complete your plan, you'll re-submit it electronically to DCEO OET staff who will review it and either respond to you with a request for a change to the plan or accept it.

After your plan is accepted by DCEO OET you will also:

- Add all of the employees who will receive the incumbent worker training to the plan. The IWTS will email you instructions to complete this step once your plan is accepted.
- Show which training courses each employee is participating with. The same email sent to you with instructions on adding employees will include the instructions for showing employees in all courses they are taking.
- Submit quarterly reports that include the status of each employee with the training and all outcomes. The IWTS will email you and let you know when it's time to complete each quarterly report.

To complete your incumbent worker project plan, click the IWTS login link below. Once you log in, additional

guidance is provided on the plan screens. You will have an option with your plan to add other staff from your organization to view or complete the project plan. Once you submit your plan, DCEO staff will be notified by IWTS to review it.

Follow this link to log in and access your plan, [Link to login and direct to the IWTS Project Plan web page].

Before beginning your plan, visit the IWTS Partner guide. You don't have to log in to review instructions and download materials any time from this page:

<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, the DCEO contact for your project plan is:

Name of DCEO Contact for the Plan
Phone Number
Email Address

Incumbent Worker Training Plan – Under Review by DCEO OET

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan has been reviewed by Illinois Department of Commerce and Economic Opportunity Office of Employment and Training.

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]
[Start Date]
[End Date]

Comments included by the Primary Contact included with the plan:

Please address the comments in your plan. To complete your incumbent worker project plan, click the IWTS login link below. Once you log in, additional guidance is provided on the plan screens. Once you re-submit your plan, DCEO staff will be notified by IWTS to review it.

Follow this link to log in and access your plan, [Link to login and direct to the IWTS Project Plan web page].

You don't have to log in to review instructions and download materials any time from this page:
<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Name of Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET) Contact for the Plan:

Phone Number

Email Address

Incumbent Worker Training Plan – Quarterly Report Received

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan Quarterly Report for the following project has been received:

[IWTS Project Name]

[IWDS Grant Number]

[IWTS Project Number]

[Amount]

[Start Date]

[End Date]

You will be emailed a reminder when the next quarterly report is due. You can return to your plan anytime and begin filling in the next quarterly report. Follow this link to log in and access your plan, [Link to login and direct to the IWTS Project Plan web page]. Select "Submit Quarterly Report" from the Project Navigator Menu.

You don't have to log in to review instructions and download materials any time from this page

<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Name of Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET) Contact for the Plan:

Phone Number

Email Address

Incumbent Worker Training Plan – Cancelled

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan Quarterly Report for the following project has been cancelled:

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]
[Start Date]
[End Date]

Comments included by the Primary Contact included with the plan:

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Name of Illinois Department of Commerce and Economic Opportunity Office (DCEO) of Employment and Training (OET) Contact for the Plan:
Phone Number
Email Address

Incumbent Worker Training Plan – Quarterly Report Past Due Reminder

Dear [Name of Primary Contact with the Project Plan],

Your incumbent worker training plan Quarterly Report for the following project is past due:

[IWTS Project Name]
[IWDS Grant Number]
[IWTS Project Number]
[Amount]
[Start Date]
[End Date]

To submit your report, log into your Illinois workNet account [Link to login]

Begin by selecting the project plan and from the navigator menu select "Submit Current Quarterly Report."
You will need to complete all three tabs with the report:

1. Status Report – Include an updated description of the project and click "Save" at the bottom of the screen.

2. Workers Training Status – Select the course(s) and update the status for each employee.
 - a. To update this information, you'll need to be sure the project information added with "Add Employees" and "Course Registrations" is current.
3. Workers Training Outcome – update the outcomes for all employees who have completed training.

Once you've completed the Quarterly Report information, select to "Review and Submit." The review screen will show if there are any errors that need to be corrected. After correcting any errors, select "Submit."

The screen will let you know if there were any problems with submitting the report or if DCEO has received it. If this is a final report, DCEO will notify you if the report needs any changes. If this is not a final report, IWTS will send you a reminder to complete this report for the next quarter.

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Name of DCEO Contact for the Plan

Phone Number

Email Address