

September 2019



# WIOA Contract Reporting Requirements

Notice 12-NOT-02

# Agenda



- How to enter WIOA contract information to meet requirements.
- DCEO review process.
- Where the public information will view the WIOA contract information.

# Policy Details:



State legislation and policy reference: WIA Notice 12-NOT-02

DCEO Program Administrator for WIOA Contract Reporting:

**John Barr**

 [John.W.Barr@Illinois.gov](mailto:John.W.Barr@Illinois.gov)

 (312) 814-8428

# Accessing the WIOA Contract Reporting Tool in Illinois workNet



## STEP ONE

Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and **Login** to your Illinois workNet account.



## STEP TWO

Open **My Dashboard** and select **More Tools**.



## STEP THREE

Scroll to and select **Illinois workNet Center Contracts**. You can also select the link to the WIOA Contract Reporting guide located in the description.

# Searching Existing WIOA Contracts

You may need to search for an existing contract to just review it, complete the one you're currently working on, or to add modifications to a contract that spans over years. An example for the latter might be that if the same contract is renewed each year but needs new information to add to it. You can simply locate it, update and save it, and submit it again for approval, without having to create an entirely new contract.

Add a new WIOA Contract

LWIA

Select a provider

Select a Status

Contract Start Date

Contract End Date

Keyword filter (provider, city, etc)

Page 1 of 320 1 2 3 4 5 6 7 8 9 10 50 110 160 210 270 Next Last Page Go To Page Size 15

Select	LWIA	Service Provider/Contract	Amount	Contract Term	Last Updated	Status
Select	4 - Best, Inc	<b>Provider:</b> Aurora University <b>Contract:</b> Aurora University <b>Type:</b> Training <b>Address:</b> 347 S. Gladstone Aurora, IL 60506 <b>Description:</b> Classroom training provider	\$10,785	Jul 1 2013 to Jun 30 2014	Oct 31 2014	Approved
Select	4 - Best, Inc	<b>Provider:</b> Aurora University <b>Contract:</b> Aurora- Former LWIA12 <b>Type:</b> Training <b>Address:</b> 347 S. Gladstone Aurora, IL 60506 <b>Description:</b> Classroom Training Provider	\$3,390	Jul 1 2012 to Jun 30 2013	Nov 1 2013	Approved

**Note:** Providers are added through IWDS not through this workNet portal.

# Searching Existing WIOA Contracts Continued

Clicking on the **Select** link to the left of a contract will take the user to the **details** page.

Add a new WIOA Contract

LWIA

Select a provider

Select a Status

Contract Start Date

Contract End Date

Keyword filter (provider, city, etc)

Page 1 of 320                   Page Size

Select	LWIA	Service Provider/Contract	Amount	Contract Term	Last Updated	Status
<a href="#">Select</a>	4 - Best, Inc	<b>Provider:</b> Aurora University <b>Contract:</b> Aurora University <b>Type:</b> Training <b>Address:</b> 347 S. Gladstone Aurora, IL 60506 <b>Description:</b> Classroom training provider	\$10,785	Jul 1 2013 to Jun 30 2014	Oct 31 2014	Approved
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# Adding a New Contract

Click on **Add a new WIOA Contract**

Add a new WIOA Contract

LWIA

Select an LWIA

Select a provider

Select a provider

Select a Status

Select a Status type

Contract Start Date

mm/dd/yyyy



Contract End Date

mm/dd/yyyy



Keyword filter  
(provider, city, etc)

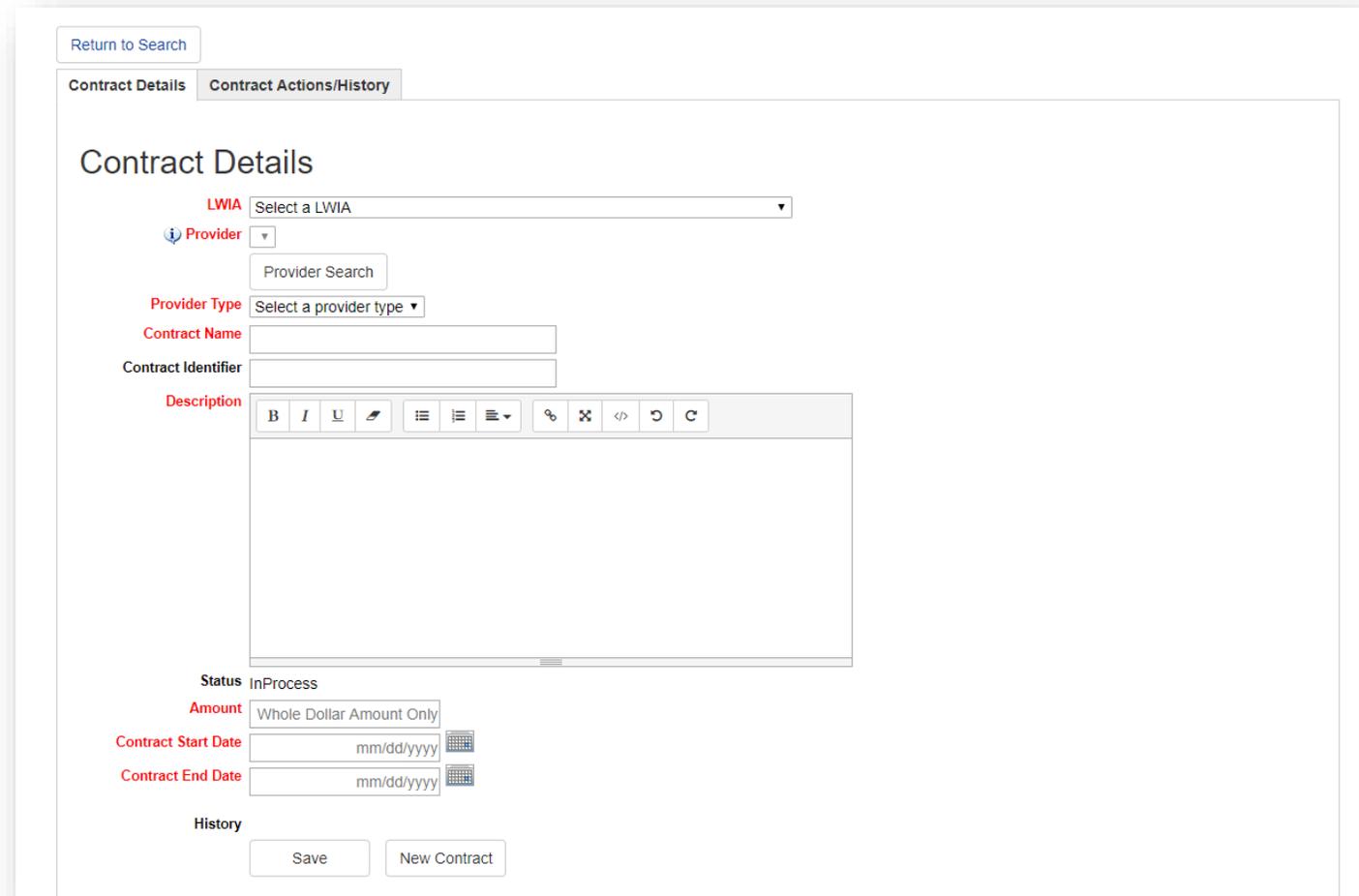
Search

Export

# Creating a New Contract

Follow these steps to create a new contract:

1. Select LWIA
2. Choose provider
3. Select provider type
4. Enter contract name
5. Enter contract description
6. Enter amount of contract
7. Enter contract start and end date
8. Click save



The screenshot shows a web application interface for creating a new contract. At the top, there is a 'Return to Search' button. Below it are two tabs: 'Contract Details' (selected) and 'Contract Actions/History'. The main content area is titled 'Contract Details' and contains the following fields and controls:

- LWIA:** A dropdown menu with the text 'Select a LWIA'.
- Provider:** A dropdown menu with an information icon (i) to its left.
- Provider Search:** A text input field with a search button.
- Provider Type:** A dropdown menu with the text 'Select a provider type'.
- Contract Name:** A text input field.
- Contract Identifier:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Text Color, Bulleted List, Numbered List, Indent, Undo, Redo, and Clear.
- Status:** A dropdown menu with the value 'InProgress'.
- Amount:** A text input field with the placeholder text 'Whole Dollar Amount Only'.
- Contract Start Date:** A date picker field with the format 'mm/dd/yyyy'.
- Contract End Date:** A date picker field with the format 'mm/dd/yyyy'.
- History:** Two buttons: 'Save' and 'New Contract'.

# Provider Search



- Clicking the **provider search** button will show the search view.
- To search, enter the **employer name** and **FEIN number**, optionally you can also enter a **city**.

A screenshot of a web form titled "Search for Provider". At the top left is a "Return to Search" button. Below it is a link for "WIA Contracts Organization search instructions". The form contains three input fields: "City:", "Employer Name\*" (with "Employer Name" in the field), and "FEIN\*" (with "12-3456789" in the field). At the bottom are "Search" and "Close Search" buttons.

[Return to Search](#)

[WIA Contracts Organization search instructions](#)

### Search for Provider

City:

Employer Name\*:

FEIN\*:

# Adding a Provider

To add a provider to the current contract, just click on the select link on the left side of the screen.

## Search Results

9 record(s) found

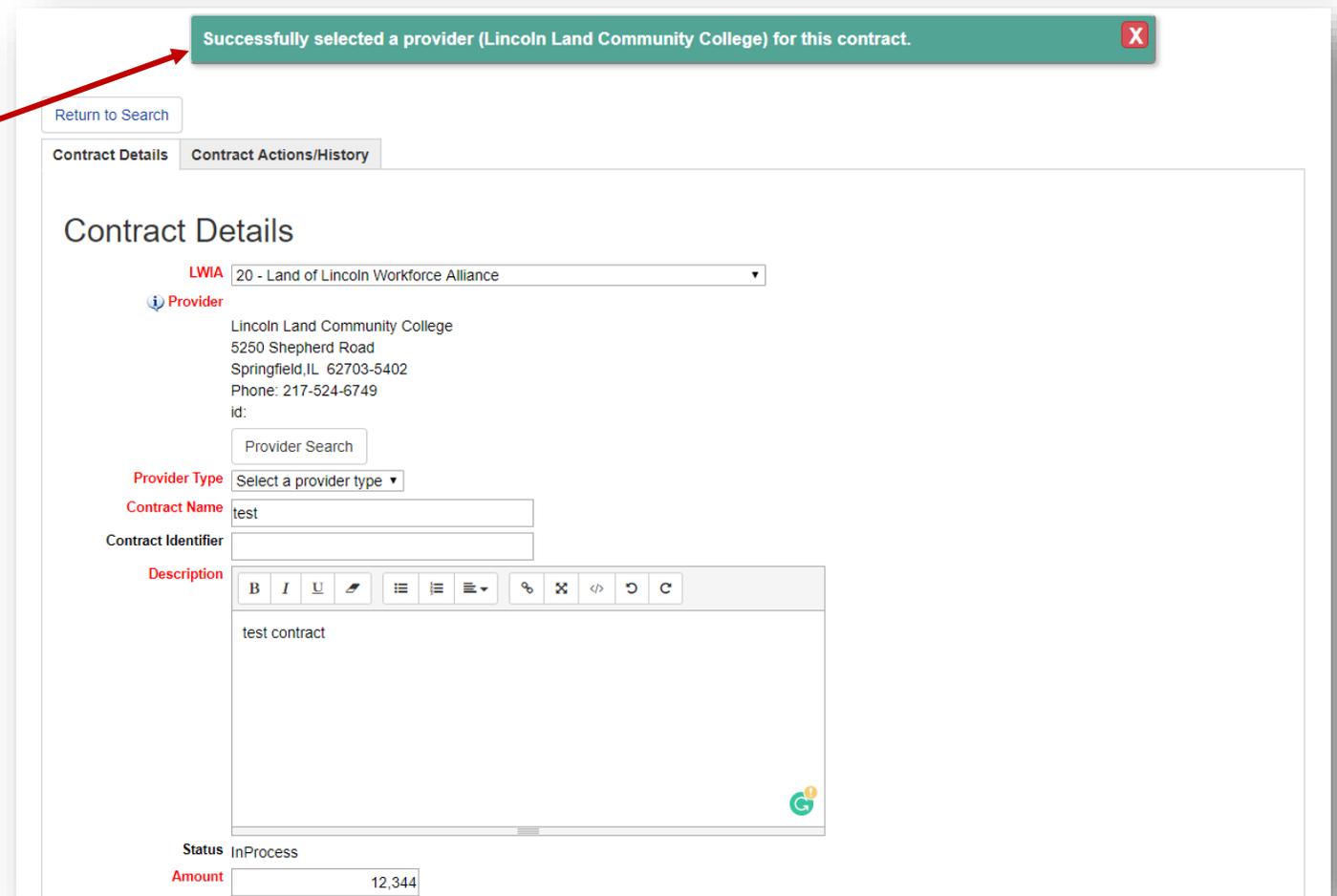
Page Size

Select	Name	Address	City	ZIP Code
<a href="#">Select</a>	Capital Area Career Center	2201 Toronto Rd.	Springfield	62712
<a href="#">Select</a>	Capital Area Career Center	2201 Toronto Road	Springfield	62712-3803
<a href="#">Select</a>	Lawrence Education Center	101 E. Laurel	Springfield	62704-3945
<a href="#">Select</a>	Levi Ray Shoup Inc	2401 West Monroe	Springfield	62704-1439
<a href="#">Select</a>	Lincoln Land Community College	Shepherd Rd.	Springfield	62794
<a href="#">Select</a>	Illinois workNet	2450 Foundation Dr	Springfield	62703
<a href="#">Select</a>	LWIA 20 Comprehensive One-Stop Center	1300 South 9th Street	Springfield	62703
<a href="#">Select</a>	Midwest Technical	Farmers Market Road	Springfield	62704
<a href="#">Select</a>	New Start, Inc.	1200 N. 5th. Street	Springfield	62702-3818

# Adding a Provider continued

- A green ribbon will appear at the top of the page once a provider is successfully selected for the current contract.
- The dropdown is hidden after selecting or creating a new provider to avoid confusion.

**Note:** A new provider will not appear in the list until actually saved with a contract.



Successfully selected a provider (Lincoln Land Community College) for this contract. X

[Return to Search](#)

Contract Details **Contract Actions/History**

### Contract Details

LWIA

**Provider**  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62703-5402  
Phone: 217-524-6749  
id:

**Provider Type**

**Contract Name**

**Contract Identifier**

**Description**

**Status** InProcess

**Amount**

# Adding a Provider continued

Once you've selected your provider, follow these steps:

1. Select Provider type
2. Enter contract name
3. Provide contract description
4. Enter contract amount
5. Enter contract start and end date
6. Click Save

[Return to Search](#)

**Contract Details** | **Contract Actions/History**

### Contract Details

**LWIA** 20 - Land of Lincoln Workforce Alliance

**Provider**  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62703-5402  
Phone: 217-524-6749  
id:

**Provider Type** Select a provider type

**Contract Name**

**Contract Identifier**

**Description**

**Status** InProcess

**Amount** Whole Dollar Amount Only

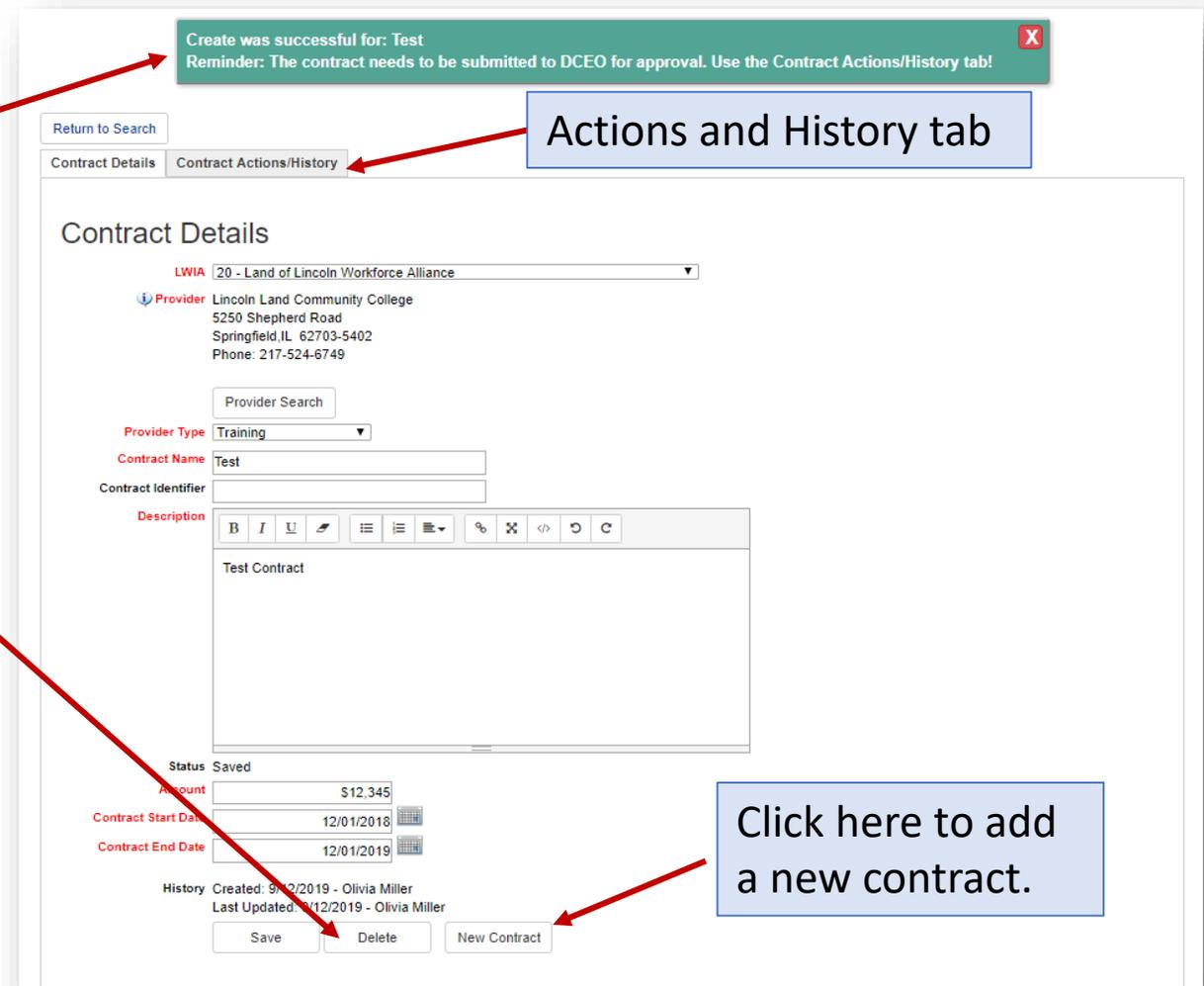
**Contract Start Date**

**Contract End Date**

**History**

# Adding a Provider continued

- Once you click **Save**, a green box at the top of the screen will appear stating that the create was successful.
- If the contract has not yet been approved, the user (or same LWIA) can delete the contract.
- If the contract has been approved, the user cannot delete the contract. At this point the deletion of the contract can only be done by the Program Administer.



The screenshot shows a web application interface for managing contracts. At the top, a green notification box states: "Create was successful for: Test. Reminder: The contract needs to be submitted to DCEO for approval. Use the Contract Actions/History tab!". Below this, there are two tabs: "Contract Details" and "Contract Actions/History". The "Contract Details" tab is active, showing the following information:

- LWIA:** 20 - Land of Lincoln Workforce Alliance
- Provider:** Lincoln Land Community College, 5250 Shepherd Road, Springfield, IL 62703-5402, Phone: 217-524-6749
- Provider Type:** Training
- Contract Name:** Test
- Contract Identifier:** (empty field)
- Description:** Test Contract
- Status:** Saved
- Amount:** \$12,345
- Contract Start Date:** 12/01/2018
- Contract End Date:** 12/01/2019
- History:** Created: 9/12/2019 - Olivia Miller, Last Updated: 12/12/2019 - Olivia Miller

At the bottom of the form, there are three buttons: "Save", "Delete", and "New Contract". A "Return to Search" button is located at the top left of the form area.

Annotations in the image include:

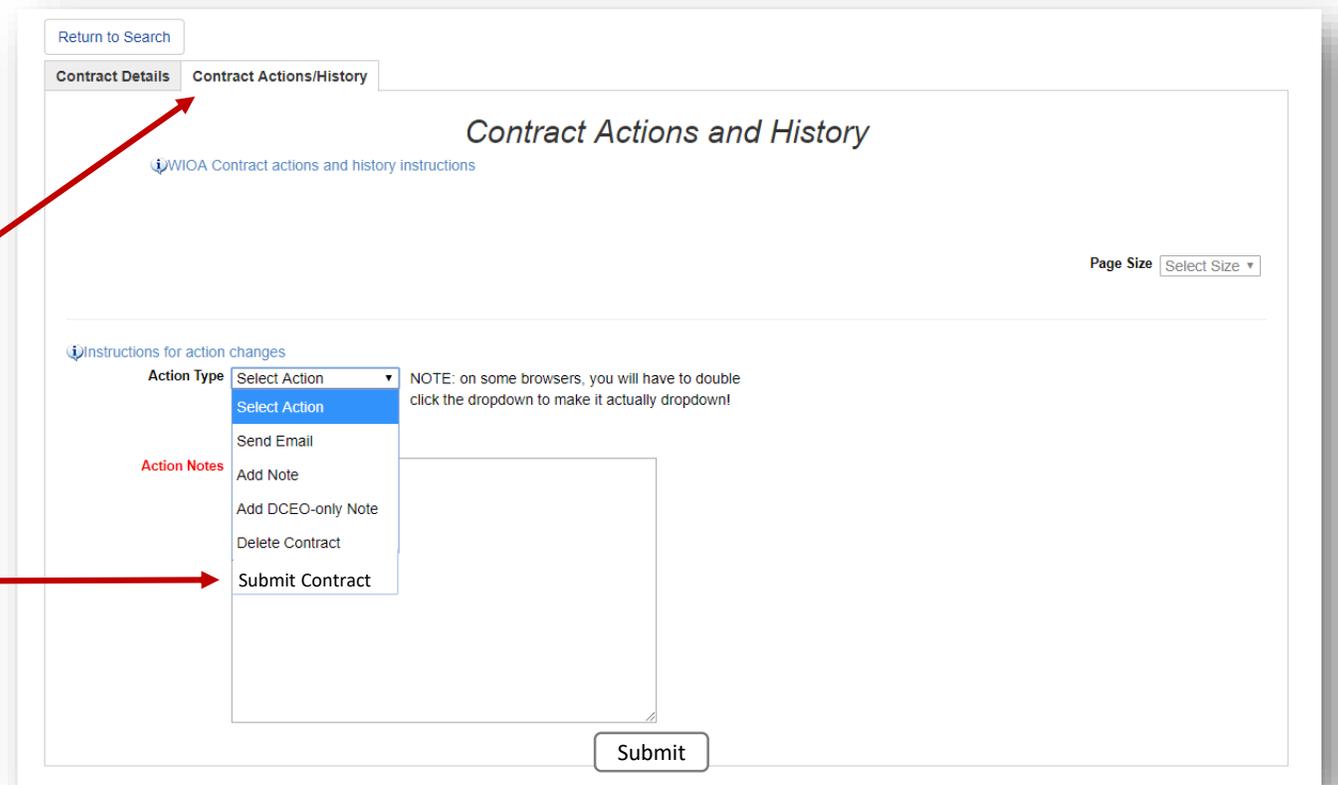
- A red arrow pointing from the green notification box to the text "Create was successful for: Test".
- A red arrow pointing from the "Contract Actions/History" tab to the text "Actions and History tab".
- A red arrow pointing from the "Delete" button to the text "Click here to add a new contract." (Note: the text in the box is incorrect).
- A red arrow pointing from the "New Contract" button to the text "Click here to add a new contract." (Note: the text in the box is incorrect).

# Contract Actions and History

Functions like submitting and approving contracts are performed on the actions/history tab.

To submit a contract for approval, an LWIA user would:

- Search for and select a contract
- Ensure information is complete
- Click on the Actions and History tab
- Select Submit Contract from the action type dropdown
- Add some information under notes and click the submit button
- An email will be sent to the Program Administrator at [wioacontracts@illinoisworknet.com](mailto:wioacontracts@illinoisworknet.com) for review.



Return to Search

Contract Details Contract Actions/History

### Contract Actions and History

WIOA Contract actions and history instructions

Page Size

Instructions for action changes

Action Type  NOTE: on some browsers, you will have to double click the dropdown to make it actually dropdown!

Action Notes

- Select Action
- Send Email
- Add Note
- Add DCEO-only Note
- Delete Contract
- Submit Contract

Submit

# Request for Approval Email



The email will include a link, that when clicked on would automatically login the Program Administrator and navigate to the target contract.

Dear Program Administrator,  
Our WIA Contract is ready for review:

**Lwia:** 25  
**Contract:** test  
**Status:** Submitted  
**Provider:** Capital Area Career Center  
2201 Toronto Rd.  
Springfield, IL 62712  
Phone: 217-529-5431  
Fax: 217-524-6096  
TTY: 217-558-3530

**Amount:** \$12,344  
**Contract Dates:** Nov 01, 2012 to Nov 11, 2013  
**Description:** test contract

Optional notes  
Click the following link to be automatically logged into Illinois workNet and navigate to the above contract:  
[Login to Illinois workNet and navigate to test. Provider: Capital Area Career Center.](#)  
If you have any questions, please contact me at your earliest convenience.

Sincerely,  
LWIA 25  
Carbondale Man-Tra-Con Office  
Phone: 217-786-3010  
E-mail: [ntelger@illinoisworknet.com](mailto:ntelger@illinoisworknet.com)

# Approving a Contract



- If the contract is to be approved, the Program Administrator would click on the Actions tab, and select **approve contract** from the list and an email will be sent to the LWIA contact.
- The approval request could be sent back with updates if additional information or changes are needed. In this case, an email will be sent back to the LWIA contact letting them know of the outcome.
- Once the updates are made and **saved**, another request for approval will be sent back to the Program Administrator.

## WIOA Contract has been approved

Dear LWIA Contact,  
Your contract **Student safety study. Provider: Illinois Wesleyan University** has been approved.

*{custom text appears here}*

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

Sincerely,

Program Administrator-Jones

LWA 027

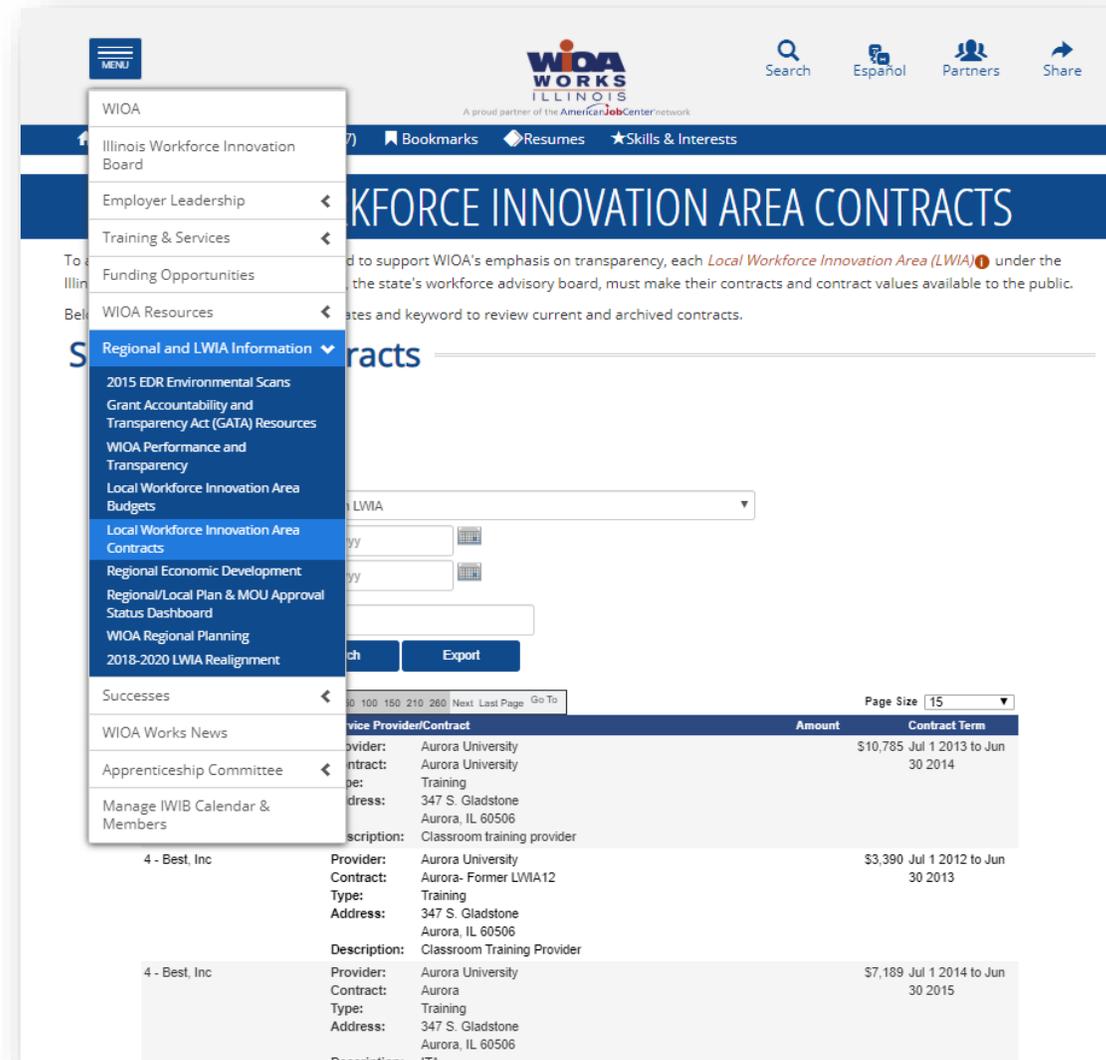
Program Administrator

Phone: 217-303-5858

E-mail: [mparsons@illinoisworknet.com](mailto:mparsons@illinoisworknet.com)

# Public View

- The public view will have fewer search options.
- Only approved contracts will be visible. Once approved, the contract will be posted on the [WIOA Works Summary Reporting](#) page within Illinois workNet.



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WIOA WORKFORCE INNOVATION AREA CONTRACTS

To support WIOA's emphasis on transparency, each *Local Workforce Innovation Area (LWIA)* under the state's workforce advisory board, must make their contracts and contract values available to the public. Dates and keyword to review current and archived contracts.

Regional and LWIA Information

- 2015 EDR Environmental Scans
- Grant Accountability and Transparency Act (GATA) Resources
- WIOA Performance and Transparency
- Local Workforce Innovation Area Budgets
- Local Workforce Innovation Area Contracts
- Regional Economic Development
- Regional/Local Plan & MOU Approval Status Dashboard
- WIOA Regional Planning
- 2018-2020 LWIA Realignment

Provider/Contract	Amount	Contract Term
Provider: Aurora University Contract: Aurora University Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: Classroom training provider	\$10,785	Jul 1 2013 to Jun 30 2014
4 - Best, Inc Provider: Aurora University Contract: Aurora- Former LWIA12 Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: Classroom Training Provider	\$3,390	Jul 1 2012 to Jun 30 2013
4 - Best, Inc Provider: Aurora University Contract: Aurora Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: ITA	\$7,189	Jul 1 2014 to Jun 30 2015

# Thanks for Viewing!



## WIOA Contract Reporting

### Contact us:



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[info@illinoisworknet.com](mailto:info@illinoisworknet.com)

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