

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 customer’s career plan.

Who Enters/Maintains Data

- **Grantee/Provider Staff** 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 agencies/locations for the program, 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.

The screenshot displays the 'PROVIDER INFO' section of the application. The 'Grantee Details' tab is selected. Two dropdown menus are visible: 'Project *' and 'Provider/Grantee *', both showing 'Select' as the current option. A red box highlights the 'Select' button below these dropdowns. The main content area shows a 'Grantee Info' section with the instruction: 'Please select a provider to update provider information.'

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

SERVICES

Show 10 entries

Search:

Edit Services to Use on Career Plans

Category	Name	Description	Remove
Career	*Get Started: Learn how to prepare to find a job.	Use Prepare to Find a Job Guide to learn about <ul style="list-style-type: none"> Organizing your information; Identifying your job skills; and Preparing your resume. 	X
Training	Attend adult education and literacy classes.	Adult Education programs can help you get the basic skills you need to be a more productive worker or to obtain your GED. These programs focus on basic skills such as reading, writing, math, learning English, and problem-solving.	X
Training	Attend an afterschool program.	These programs are there to help you succeed. They may offer programs such as: <ul style="list-style-type: none"> Help with homework Field trips Foreign language or computer classes Organized group activities Community service 	X

Adding Services to Use on Career Plans

Services – these are services, steps, activities that may be added to a participant Career Plan, IEP, Case Management. These services align to the 14 youth program elements. If a grantor has specific steps that must be added to a participants plan, those steps need to be added in this section. All steps associated with a program are added to Illinois workNet.

1. Select **Edit Services to Use on Career Plans** – a modal window opens.
2. Click the drop-down by Service Type to select a group of services from which to select OR type a keyword in the Search box.
3. Click the See More to read additional details.
4. Click **the box in front of the service** – your selections will hold until you click save at the bottom of the screen.
5. Click **Save** – all of your selected services should be added to the table on the Grantee Details tab.

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.

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.

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For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.