Eligibility Verification for Apprenticeship Illinois

Contents

Purpose

The intake process is comprised of three main steps to ensure customers are eligible and suitable to participate in the program. The three main steps include:

1. Customers complete the online application either on their own or with a career planner. The Illinois workNet system will perform an eligibility screening halfway through the application to see if customers are eligible before moving further into the application.
2. Staff verify eligibility and enroll customers by:
   a. Reviewing eligibility requirements and collecting the appropriate documentation.
   b. Updating the eligibility status field to:
      i. Enrolled, or
      ii. Not Enrolled with the reason identified.
3. Staff provide the customer with the necessary information on how to access their career plan.
   a. The system will generate talking points to cover with the customer and a way for the career planner to identify the information was provided.
4. AS NEEDED – When necessary, staff should inform customers of the program requirements and complete any additional assessments that might be needed.
   a. The system provides a tool for customers' assessments to be documented and saved with their Illinois workNet accounts.

Who Enters/Maintains Data

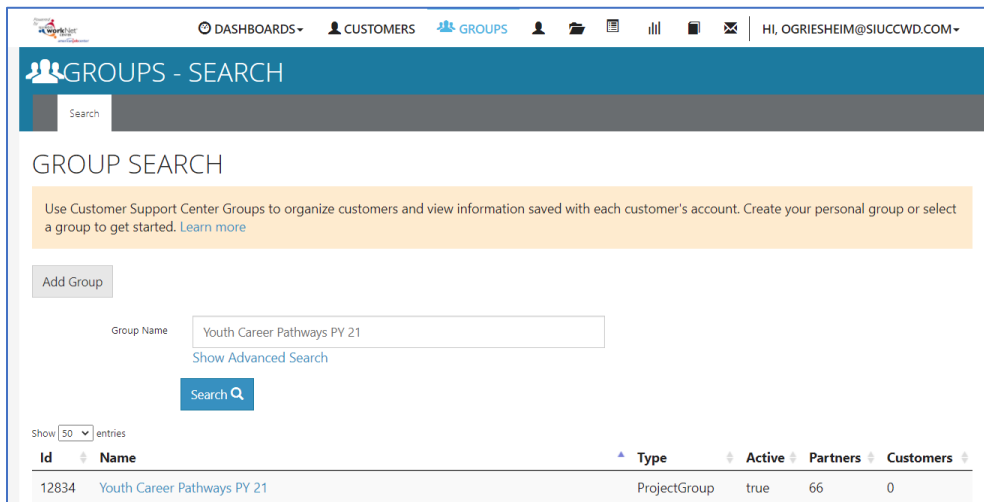Customers can complete the application online. Once submitted, the customer cannot update the information.

Grantees/Career Planners – Can complete and update their customer's online application based on their conversation with the customer. Updates can be made to the application up to the point where the customer is enrolled in the Illinois workNet system. At that point, the intake form is locked. Users can identify required eligibility documentation, and update eligibility status information.

How Customers Access the Youth Career Pathway Application

1. Customers are added on the group page. They are either sent a link to access the application or the customer will complete the application with the grantee representative.
2. If completing the application on their own, customers will log in with their existing Illinois workNet account. An account may have been created for the customer by the individual who added them to the group.
3. The application is broken up into sections that the customer needs to complete. They can save and come back to the application at any time. It can be accessed through "My Dashboard".
    a. Agree to the Terms of Use and complete the Application.
    b. Profile, Situations, Education
    c. Eligibility Screening Completed
        i. If they are eligible
            1. Interests, Training, Job Goals, Job History, Other Considerations
            2. Submit application
        ii. If they are not eligible
            1. They are provided information on accessing additional tools and resources to help them reach their employment and training goals.
4. Customers will work directly with the agency to complete the rest of the intake process.

How Provider Staff Verify Eligibility

1. Access www.IllinoisworkNet.com
2. Log into your account.
3. Access My Dashboard.
4. Access Customer Groups or click here https://illinoisworknet.com/siteadministration/Groups/Default
5. **Click Groups > Search Youth Career Pathways PY 21**

6. Select top group labeled **Project Group.**

7.   Search customer name from list.

8.   Click on **Last Name** to open file.

9. Click on **Verify eligibility and enroll the customer.** You can review the initial application before beginning the eligibility review by opening*: Customer submits initial online application.*

10. Click on **Complete Program Eligibility.**

11. New screen opens – click on **Start Eligibility Determination.**
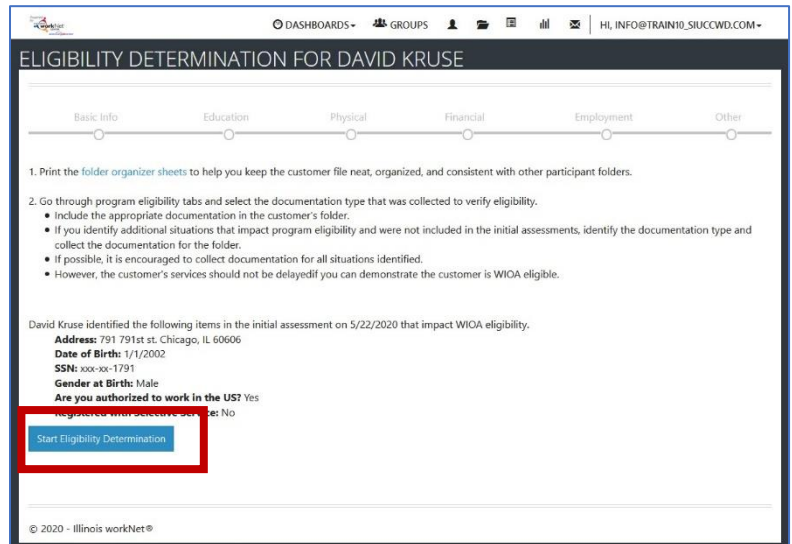
12. Verify each item of the application that was entered or checked by/for the applicant. *Checked items require verification type before being able to certify eligibility*.
    a. Click on the drop-down arrow to see the various methods of verification.
    b. Confirm Social Security Number by typing it in the box.
    c. If a male participant, confirm Selective Service Registration if over 18 years of age. If participant needs to register, click the link by that section.

13. Click **Save and Go to Next Tab** OR **Save and Return Later**. *If nothing is marked as required on a page, Click Save and Go to Next Tab*.

See Appendix A at the end of the document for Acceptable Verification Documents.
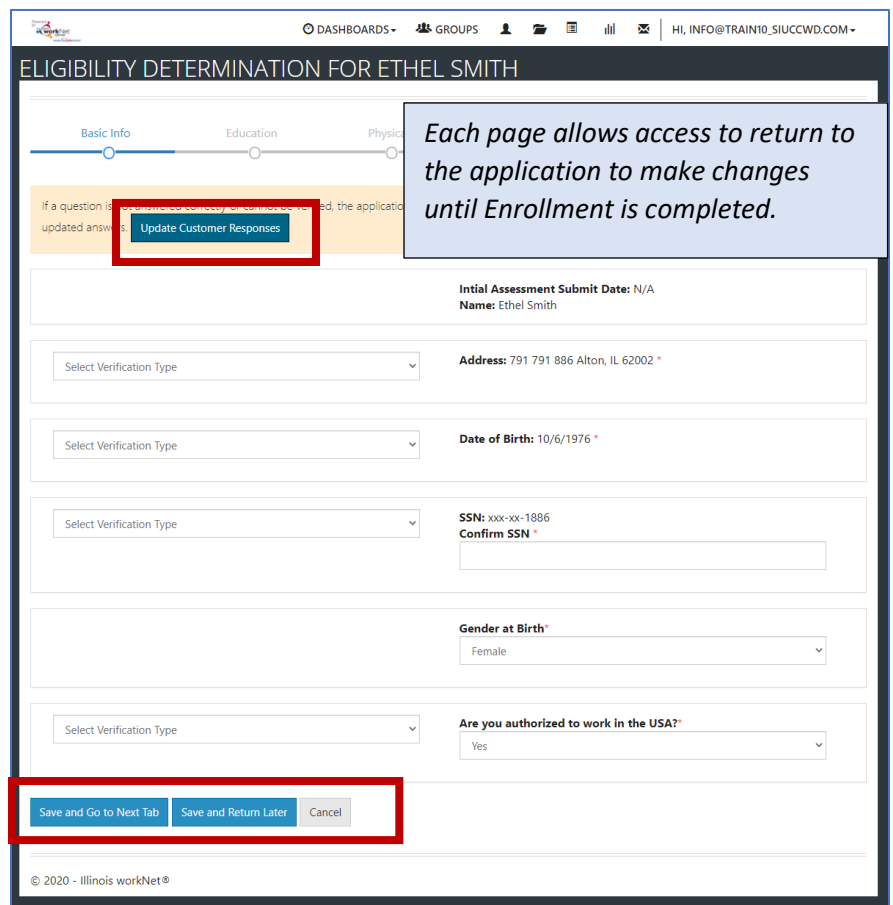
Each page allows access to return to the application to make changes until Enrollment is completed.

14. Once all items have been verified, a new modal window will open. Click **Determine Eligibility.**
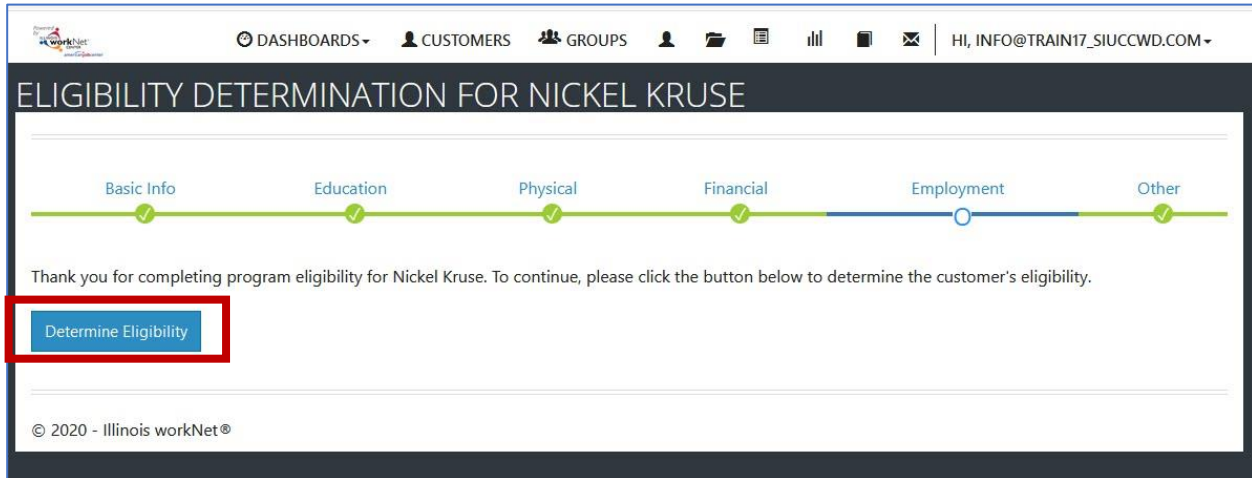
15. The next screen will indicate for which program(s) eligibility was determined. Click **View Eligibility.**
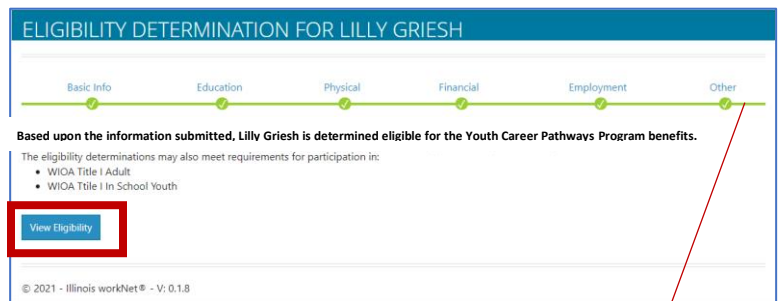
16. To review the eligibility that was entered, click the words for each section.
    a. Edits can be made prior to customer enrollment being selected.
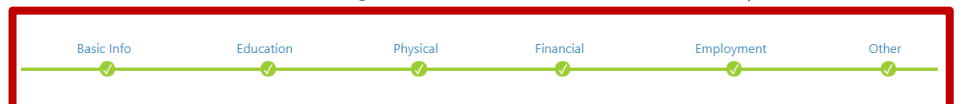
17. Eligibility Verification designates time, date, and who completed the enrollment action.
    a. Print Folder Organizer Sheets in Step 1.
    b. Review information in Step 2.
    c. Click **Print Eligibility with Signature Lines** in Step 3.
        i. Print document and obtain customer signature and date, case manager signs and dates.
    d. Click **Return to Intake Review** to complete enrollment process.

ELIGIBILITY DETERMINATION FOR MIA BARNES

Basic Info · Education · Physical · Financial · Employment · Other

1. Print the folder organizer sheets to help you keep the customer file neat, organized, and consistent with other participant folders.

2. Go through program eligibility tabs and select the documentation type that was collected to verify eligibility.
   - Include the appropriate documentation in the customer's folder.
   - If you identify additional situations that impact program eligibility and were not included in the initial assessments, identify the documentation type and collect the documentation for the folder.
   - If possible, it is encouraged to collect documentation for all situations identified.
   - However, the customer's services should not be delayed if you can demonstrate the customer is WIOA eligible.

Mia Barnes identified the following items in the initial assessment on 3/19/2020 that impact WIOA eligibility.
   Address: 895 street chatham, IL 62629 *Driver's License/State I.D.*
   Date of Birth: 2/10/1994 *Birth Certificate*
   SSN: xxx-xx-2586 *Social Security Printout*
   Gender at Birth: Female
   **Are you authorized to work in the US?** Yes *Baptismal Certificate with place of birth*

3. Print Eligibility with Signature Lines

4. Keep the signed original in the participant's folder and give the participant a file.

Return to Intake Review

Hundo Kruse identified the following items in the initial assessment on 6/3/2020 that impact WIOA eligibility.
   Address: 791 791 816 Elgin, IL 60123 *Current Utility Bill w/Customer's Name*
   Date of Birth: 1/16/2000 *Baptismal Certificate with Date of Birth*
   SSN: xxx-xx-1816 *Social Security Card (Must be signed)*
   Gender at Birth: Female
   Are you authorized to work in the US? Yes *Alien Registration card (Right-to-Work)*
   ☑ I dropped out of high school. *Dropout Letter*
   ☑ I have a disability that makes it hard for me to do certain things. *Physician's Statement*
   ☑ I have children and would need help getting childcare. *Public Assistance/Social Service records*
   ☑ Myself or someone in my family receives TANF. *Copy of Public Assistance Check*
   ☑ I need a permanent place to live. *Written statement from shelter*

Career Planner _____ Date _____

Participant _____ Date _____

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> Services cannot begin until this form is completed.

18. Using the drop-down, select the appropriate Enrollment Status for your customer.
    a. If your customer was determined eligible during the eligibility check and has decided to move forward, you will select **Enroll.** This customer's eligibility is complete.
        i. Upload signed copy of eligibility form to customer uploads tab.
    b. If your customer was determined not eligible, did not complete eligibility, or declined to participate after eligibility you will select the **Not Enrolled** option that best aligns with your customer.

Verify eligibility and enroll the customer

☑ View Eligibility Verification Saved 11/23/2021 10:54 AM
Refresh page to show most recent Eligibility results.

This customer has been found eligible for the Apprenticeship Illinois Program and may also be eligible for these other WIOA title options:
   - WIOA Title I Adult
   - WIOA Title I In School Youth

Enrollment Status
Enrolled
Updated 11/23/2021 12:30 PM by ogriesheim@siuccwd.com

I verify that I have an Apprenticeship Illinois eligibility form signed and dated by the participant and career planner. The signed document is in the customer file for monitoring purposes.

19. Inform customer of Program Requirements and complete additional assessments as needed.

a. Access your customer's Illinois workNet assessment results they have completed under their Illinois workNet account – Select the **section header** to expand that section and see assessment results.

b. Add any additional assessment results – Select the **Add Assessment Results** to enter more assessments that the customer has completed.

20. Provide customer with information on how to access their career plan.

a. Cover the talking points provided with the customer so they are aware of their career plan, how it works, and where they can access it.

b. Check the box to verify **I have provided the customer with features and how to access their career plan.**

Follow directions to create a Career Plan for the customer by following the directions in the Career Plan Overview.

Customer Overview Page

The Overview page is a quick glance resource of tasks that have been or need to be completed for a customer.

Service Integration Resource Team

Add any team members that will need access to this customer's file.

Intake Review

As items are completed, a green circle with Completed will be visible.

If items are past due, a red circle will be visible.

Career Plan & Documented Services

This section tracks the items related to the customer's career plan and worksite placement.

Outcome Status

This section tracks customer performance for a variety of services.

YCP OVERVIEW

Overview | Intake Review | Career Plan (IEP/ISS) | Outcomes

OVERVIEW   CASE NOTES(0)▲

Profile: Lilly Griesh
Email
Enrollment Status Applicant
See All

Reset Password | Send Message

Related Instructions
Overview

SERVICE INTEGRATION RESOURCE TEAM

Action Item	Result	Status
Add Resource Team Contacts Select	View Partners	🟡 Not Complete
Save		

INTAKE REVIEW

Action Item	Result	Status
1. Customer submits initial online application.	Not Completed	🟡 Not Complete
2. Verify eligibility and enroll customer.	Enrolled	🟢 Complete
3. The customer was provided information that describes the features and how to access their career plan.	Complete	🟢 Complete

CAREER PLAN & DOCUMENTED SERVICES

Action Item	Result	Status
1. Set goals and at least one step/service.	Not Completed	🟡 Not Complete
2. The customer has agreed to the initial career plan (IEP/ISS).	Not Completed	🟡 Not Complete
3. Has worksite placement/experience in Illinois workNet.	Not Completed	🟡 Not Complete
4. Has an On the Job Training Service.	Not Completed	🟡 Not Complete
5. Has a Related Training and Instruction Service.	Not Completed	🟡 Not Complete
6. Has a support service.	Not Completed	🟡 Not Complete

OUTCOME STATUS

Action Item	Result	Status
1. All services marked as complete (successfully/unsuccessfully).	Not Completed	🟡 Not Complete
2. Measureable Skill Gains (MSG) have been entered.	Not Completed	🟡 Not Complete
3. Industry recognized credentials have been entered.	Not Completed	🟡 Not Complete
4. Customer is exited.	Not Completed	🟡 Not Complete
5. Started Follow-up.	Not Added	🟡 Not Complete

Appendix A - Acceptable Verification Documents

Address	• Applicant statement/self-attestation, in limited cases • Current utility bill w/customer's name • Driver's license/state I.D. • Food stamp award letter • Homeless-DHS letter • Homeless shelter/temporary residence letter (on letterhead) • Housing authority verification • Insurance policy (residence or auto) • Landlord statement or lease • Letter from social service agency or school (on letterhead) • Medicaid/Medicare card • Other, requires partnership approval • Paystub • Public assistance records (current)
Date of birth	• Acceptable documents for INS Form I-9 • Baptismal certificate with date of birth (DOB) • Birth certificate • Court records (showing DOB) • DD-214/Report of Transfer or Discharge with DOB • Driver's license • Hospital birth record • IDES UI printout (showing DOB) • IL State ID or other Federal, State or Local Gov't issued ID • Passport • Public Assistance/Social Service records • School records Identification • Workers Compensation Record with DOB • Youth Only-Work Permits
Social Security number	• Any other approved Social Security document • Social Security printout • Social Security card (Must be signed)
Registered with Selective Service if male	• Locally Approved Selective Service Waiver • Selective Service Registration Card • Selective Service Registration Record (form 3A) • Selective Service Verification (www.sss.gov printout) • Stamped post office receipt of Registration • Veteran's ID card
Authorized to work in the United States	• Acceptable documents for Immigration and Naturalization Service (INS) form I-9 • Alien Registration card (Right-to-Work) • Baptismal certificate with place of birth • Birth certificate with place of birth • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350) • Consular Report of Birth Abroad or Certificate of Birth • DD-214/Report of Transfer or Discharge • E-Verify with documentation • Foreign Passport stamped "eligible to work" • Hospital Birth Record indicating U.S. Citizenship • ID card for use of Resident Citizen in the U.S. (INS Form I-179) • IDES or another state's UI (UI Claimant only)

	• Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) • Self-attestation on how to meet DACA requirements outlined in DOL TEGL 02-14 • U.S. Naturalization Certificate • U.S. Social Security card (work-eligible) • Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph • Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 • Unexpired reentry permit (INS I-327) • Unexpired refugee travel document (INS Form I-571) • Unexpired temporary residence card (INS Form I-688) • United States passport
In school	• Verification of enrollment from an educational institution • WIOA application (signed & dated)-attending school
• Foster care • Aged out of foster care	• Court contract • Court documentation • Medical card indicating foster child status • Verification of payments made on behalf of child • Written statement from state/local agency
Hard time with reading, writing, or math	• Results from authorized assessment test • School records verifying applicant unable to take assessment test
Hard time speaking English	• Case notes from Career Planner • Results from authorized assessment test • WIOA application (signed and dated)
Homeless	• Signed applicant statement • Written statement from an individual providing temporary assistance • Written statement from shelter • Written statement from social service agency-homeless shelter/runaway services
Legal	• Applicant statement/self-attestation, in limited cases • Court documents • Halfway-house resident • Letter from probation officer • Letter of parole • Police records
• Pregnant • Need help with childcare	• Case Notes regarding observable condition • Child's birth certificate • Hospital record of birth • Medical card • Physician's statement • Public Assistance/social service records • Referral from official agencies • School program for pregnant teens • School Records • Signed applicant statement
Disability	• Case Notes regarding observable condition by Case Manager • Individual Education Plan from school • Letter from drug or alcohol rehabilitation agency • Medical records • Physician's statement • Psychiatrist or psychologist diagnosis • Rehabilitation evaluation records • School records • Sheltered workshop certification • Social Security Administration Disability records

	• Social Service records/referral • Veterans Administration Disability Determination letter/records • Vocational Rehabilitation letter • Worker's Compensation Record
Highschool dropout	• Attendance records • Dropout letter • WIOA application (signed and dated)- "not attending school"
Did not attend high school last quarter	• Attendance Records • Written verification from educational institution
• Need help to complete education or secure employment • Need help holding employment	Case Note
Laid off	• Dislocation Event Tracking System shows Laid off Due to Plant Closure • Dislocation Event Tracking System shows Laid Off Due to Substantial Layoff • Employer Information shows Laid Off Due to Plant Closure • Employer Information shows Laid Off Due to Substantial Layoff • IDES UI record showing termination or layoff • Individual notice of layoff • Public Notice of Plant Closure w/in 180 days • Public Notice of Substantial Layoff w/in 180 days • Signed and dated WIOA application • UI Records • IDES UI Record showing Termination or Layoff • Work History showing Termination or Layoff
Unemployed 26 weeks or more	• Completed work history • UI documents
Married service member	• Spouse's military identification card and work history • Military transfer orders and work history
Supported by spouse	• Layoff notice/business closure documentation • Records verifying death, divorce, or legal separation • Signed and dated WIOA application • Signed self-attestation of marital status
Receives SNAP	• Authorization to SNAP benefits Letter from agency disbursing SNAP benefits public assistance records/printout
• Receives Welfare • Receives TANF • Receives SSI	• Copy of authorization to receive TANF cash assistance • Copy of Public Assistance check • Public Assistance identification showing Cash Grant Status • Public Assistance records/printout • Refugee Assistance records
Receiving free lunch	Documentation from school
High poverty area	Documentation verifying high poverty area
County	• Applicant statement • Computer printout from other government agencies • Driver's license • Food stamp award letter • Homeless • Housing authority verification • Illinois Secretary of State issued State of Illinois Identification Card • Insurance policy • Landlord statement • Lease

	• Letter from social service agency or school • Library card • Medicaid/Medicare card • Medical card • Phone directory • Postmarked mail addressed to applicant • Property tax record • Public assistance records/printout • Rent receipt • Selective Service registration card • School identification card • Utility bill • Work experience records/pay stub
Family size	• Applicant statement • Birth certificate • Current tax return with IRS documents • Decree of court • Disabled • Divorce decree • Landlord statement • Lease • Marriage certificate • Medical card • Public Assistance/Social Service records • Public notice of closing • Statement from individual providing temporary residence • Statement from publicly supported facility or institution
Family income	• Accountant statement • Alimony agreement • Applicant statement • Award letter from Veterans Administration • Bank statements (direct deposit) • Compensation award letter • Court award letter • Employer statement/contact • Farm or business financial records • Housing authority verification • Most recent tax return supported by IRS documents • Paystub • Pension statement • Public assistance records/printout • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents and/or printout
UI benefits	• IDES UI record showing termination or layoff • IDES UI records showing "Eligible for Benefits" (Claimant or Exhaustee) • Other state's UI records showing "Eligible for Benefits" (Claimant or Exhaustee) • UI documents showing unemployed at least six months
Tenure	• IDES UI records showing meets tenure requirements for WIOA (Neither Claimant nor Exhaustee) • Work history or other documentation of ONET or NAICS code for dislocation employment
Formerly self-employed now unemployed	• Self-attestation/business records • Bankruptcy documents • Notice of Foreclosure