



Youth Career Pathways Completing the Application

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ADDING A CUSTOMER

ADDING CUSTOMERS

IN ORDER TO COMPLETE THE INTAKE PROCESS, THE CUSTOMER MUST FIRST BE ADDED TO THE YOUTH CAREER PATHWAYS PROGRAM.

WHAT IS YOUR ORIENTATION PROCESS?

ACCESS THE YOUTH CAREER PATHWAYS GROUP

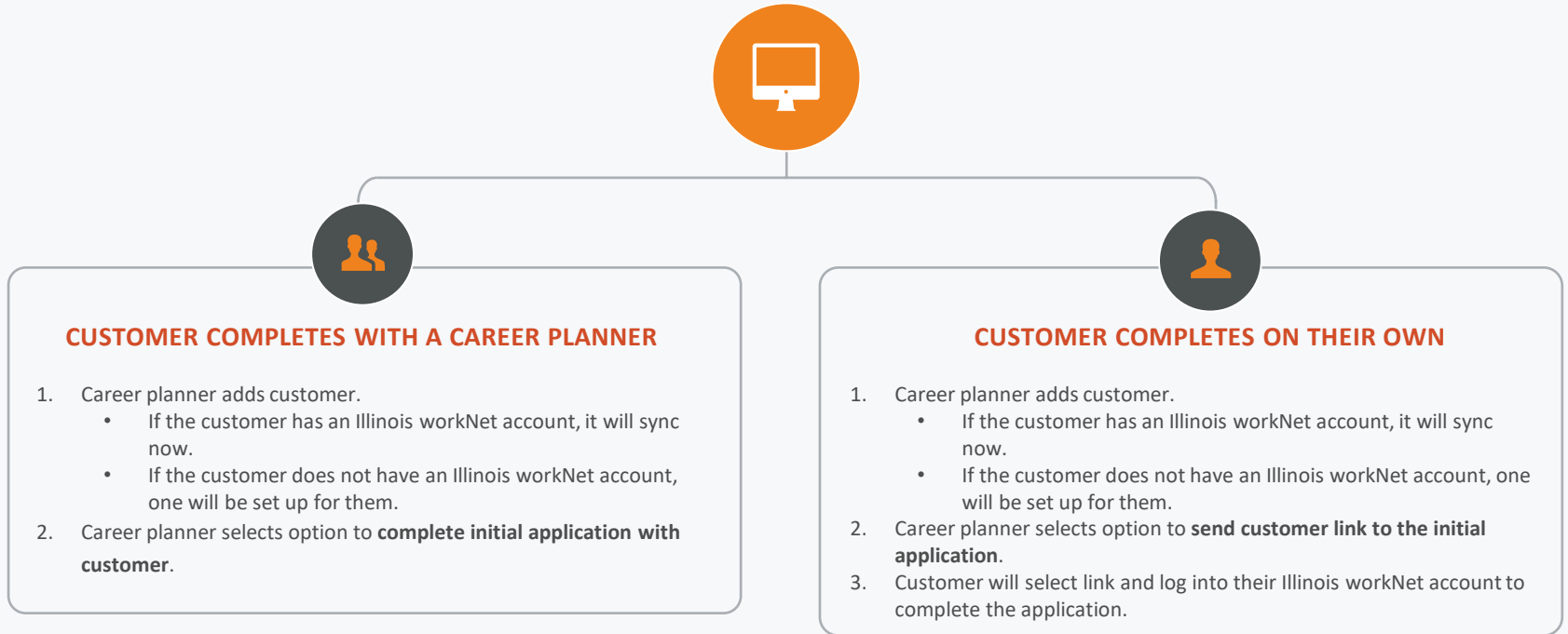
The group can be accessed via the Customer Support Center by all grantees who have been granted access.

SELECT ADD CUSTOMER

Complete the required fields to add the customer to the Youth Career Pathways program to begin intake.

The screenshot shows a tablet displaying a web application interface. The main window is titled 'ADD CUSTOMER'. At the top of this window, there is a green banner with the text 'Email Sent to Customer!'. Below the banner are several input fields, each with an asterisk indicating it is required: 'First Name', 'Last Name', 'Date of Birth', 'Email', 'Confirm Email', 'SSN', 'Confirm SSN', 'Grantee' (a dropdown menu with 'Select' visible), and 'ZIP Code'. At the bottom right of the form is a blue button labeled 'Search for existing customer'. The background of the tablet shows a blurred view of the application's main menu and a table with columns for 'workNet Id' and 'Placement'.

There are two options for completing the application:



There are two options for completing the application:

The screenshot shows a web application window titled "ADD CUSTOMER". At the top, there is a green notification bar that says "Email Sent to Customer!". Below this is a section titled "IWN ACCOUNT STATUS" which contains a table with the following information:

Username: SLuntha
Password: Luntha070800
Status: New Account Created
Secret Question:null
Secret Answer:null

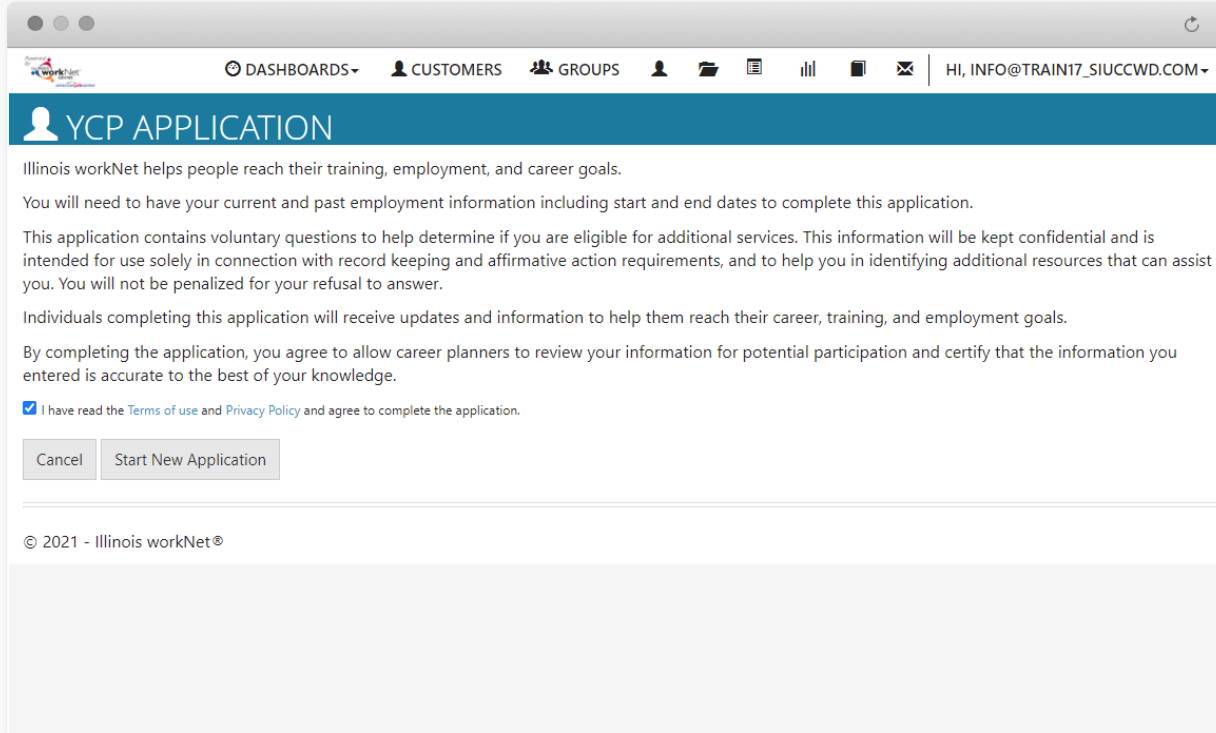
Below the table are three blue action buttons. Two orange arrows point to the first two buttons:

- Send customer link to the initial application
- Complete initial application with customer
- Add next customer



COMPLETING THE APPLICATION

COMPLETING THE APPLICATION AGREEMENT



The screenshot shows a web browser window with the Illinois workNet logo in the top left. The navigation bar includes links for DASHBOARDS, CUSTOMERS, GROUPS, and a user profile icon. The current user is identified as HI, INFO@TRAIN17_SIUCCWD.COM. The main heading is 'YCP APPLICATION' with a person icon. The text explains that the application is for training, employment, and career goals, and that it contains voluntary questions for eligibility. It states that the information is confidential and used for record keeping and affirmative action. A checkbox is checked, indicating agreement to the terms and privacy policy. At the bottom, there are 'Cancel' and 'Start New Application' buttons, and a copyright notice for 2021 Illinois workNet.

Illinois workNet helps people reach their training, employment, and career goals.

You will need to have your current and past employment information including start and end dates to complete this application.

This application contains voluntary questions to help determine if you are eligible for additional services. This information will be kept confidential and is intended for use solely in connection with record keeping and affirmative action requirements, and to help you in identifying additional resources that can assist you. You will not be penalized for your refusal to answer.

Individuals completing this application will receive updates and information to help them reach their career, training, and employment goals.

By completing the application, you agree to allow career planners to review your information for potential participation and certify that the information you entered is accurate to the best of your knowledge.

I have read the [Terms of use](#) and [Privacy Policy](#) and agree to complete the application.

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COMPLETING THE APPLICATION PROFILE

YCP APPLICATION

Profile Situations Education Eligibility Interests Training Job Goals Job History Other Considerations

First Name *

Last Name *

Date of Birth *

Social Security Number (Format: XXX-XX-XXXX) *

Confirm Social Security Number (Format: XXX-XX-XXXX) *

Email *

Confirm Email *

Street Address 1 *

COMPLETING THE APPLICATION SITUATIONS

The screenshot shows a web browser window with the URL `HI.INFO@TRAIN17_SIUCCWD.COM`. The page title is "YCP APPLICATION". A progress bar at the top indicates the current step is "Situations", with "Profile" completed and "Education", "Eligibility", "Interests", "Training", "Job Goals", "Job History", and "Other Considerations" remaining. The main content area contains a question: "Do you have any situations that need to be planned around? *". Below this are three sections of checkboxes: "EDUCATION", "PHYSICAL/HEALTH", and "FAMILY".

Do you have any situations that need to be planned around? *

EDUCATION

- I am currently in school.
- I have a hard time with reading, writing, and/or math.
- I have trouble with reading or speaking English.
- I dropped out of high school.
- I have not attended high school in the last quarter.
- I need help to enter or complete an educational program or to secure or hold employment.

PHYSICAL/HEALTH

- I have a disability that makes it hard for me to do certain things.
- I have feelings, fears or worries that interfere with my ability to accept and maintain work.
- I am taking any medication that may have an affect on my ability to work.
- I need help with medical fees and supplies.
- I do not have health insurance.
- I have health insurance.

FAMILY

- I am in foster care.
- I have aged out of foster care.
- I am a runaway.
- I am pregnant.
- I have children and would need help getting childcare.
- I provide care to someone and need to make sure that person is cared for while I am at work or in training.
- I have been a victim of domestic violence.

COMPLETING THE APPLICATION EDUCATION

The screenshot shows a web browser window with the following elements:

- Browser address bar: HI, INFO@TRAIN17_SIUCCWD.COM
- Navigation menu: DASHBOARDS, CUSTOMERS, GROUPS, and several icons.
- Page title: YCP APPLICATION
- Progress bar: Profile (checked), Situations (checked), Education (active), Eligibility, Interests, Training, Job Goals, Job History, Other Considerations.
- Form content:
 - Question: "Do you have a high school diploma, General Education Development (GED) certificate, or High School Equivalency Diploma (HSED)?" with radio buttons for Yes and No.
 - Field: "Highest Level of Education" with a dropdown menu showing "Select".
 - Question: "Do you know if you've taken any of these assessments in the last 6 months?" with checkboxes for TABE, CASAS, ESL, and Other.
 - Question: "Can you follow basic written instructions and diagrams with no help or just a little help?" with radio buttons for Yes and No.
 - Question: "Can you fill out basic medical forms and..." with radio buttons for Yes and No.

COMPLETING THE APPLICATION **ELIGIBILITY CHECK**

The screenshot shows a web browser window displaying the 'YCP APPLICATION' interface. The navigation bar includes 'DASHBOARDS', 'CUSTOMERS', 'GROUPS', and a user profile icon, with the email address 'HI, INFO@TRAIN17_SIUCCWD.COM'. The main header is 'YCP APPLICATION'. Below it is a progress bar with steps: Profile (checked), Situations (checked), Education (checked), Eligibility (active), Interests, Training, Job Goals, Job History, and Other Considerations. The 'Eligibility' step is highlighted with a blue circle. Below the progress bar, a message states: 'You may be eligible for WIOA youth services. Please click the button below that best reflects your choice.' There are two buttons: 'Continue with Application.' (blue) and 'I'm not interested.' (red). At the bottom, the copyright notice reads: '© 2021 - Illinois workNet® - V: 0.1.5'.

COMPLETING THE APPLICATION INTERESTS

The screenshot shows a web application interface for the 'YCP APPLICATION'. The navigation bar includes 'DASHBOARDS', 'CUSTOMERS', 'GROUPS', and a user profile icon. The user is logged in as 'HI, INFO@TRAIN17_SIUCCWD.COM'. The application progress bar shows 'Profile', 'Situations', 'Education', and 'Eligibility' as completed steps, with 'Interests' as the current step. The 'Interests' section contains a text prompt, three text input fields for reasons, two buttons for 'Take the Career Cluster Inventory' and 'View Existing Inventory Results', and two dropdown menus for 'First Choice' and 'Second Choice'.

YCP APPLICATION

Profile Situations Education Eligibility **Interests** Training Job Goals Job History Other Considerations

It is useful to identify your goals and how you want your life to be once you are working. It will help you stay motivated. List how your life would be better if you had a higher level of income.

Reason 1 *

Reason 2

Reason 3

Go through the Career Cluster Inventory with the customer, and enter their 1st, 2nd, and 3rd career pathway choices. If they've taken the inventory in the past, you may view the existing results and enter their 1st, 2nd, and 3rd career pathway choices.

[Take the Career Cluster Inventory](#) [View Existing Inventory Results](#)

First Choice *

Second Choice

COMPLETING THE APPLICATION TRAINING

The screenshot shows a web browser window with the Illinois workNet logo and navigation menu (DASHBOARDS, CUSTOMERS, GROUPS). The user is logged in as HI, INFO@TRAIN17_SIUCCWD.COM. The main heading is 'YCP APPLICATION'. A progress bar at the top shows steps: Profile, Situations, Education, Eligibility, Interests, Training, Job Goals, Job History, and Other Considerations. The 'Training' step is currently active. The form contains the following questions and options:

What type of training would be best for you? Select all that apply. *

- Classroom Instruction
- Training that I get while on the job (like OJT, apprenticeship, work experience)

What length of time are you willing or able to be in training?

Select

Which of the following are you most interested in attending? Select all that apply. *

Click to select all that apply

What steps have you already taken? *

- Researched career, wages, and trends.
- Researched schools in the area.
- Applied to a School
- Start training already.
- Have researched or applied for financial aid or a scholarship.
- No Actions Taken.
- Other

COMPLETING THE APPLICATION **JOB GOALS**

Illinois workNet
DASHBOARDS CUSTOMERS GROUPS HI, INFO@TRAIN17_SIUCCWD.COM

YCP APPLICATION

Profile Situations Education Eligibility Interests Training **Job Goals** Job History Other Considerations

What are your immediate employment goals? *

- Full time
- Part time
- I want to go to training, then find a job once I complete my training.
- I am not sure that I want to work right now.

What schedule are you willing to work? *

- Day
- Evening
- Night
- Weekdays
- Weekends

Cancel Save and Go To Next Page

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COMPLETING THE APPLICATION **JOB HISTORY**

The screenshot shows the 'YCP APPLICATION' interface. At the top, there is a navigation bar with 'DASHBOARDS', 'CUSTOMERS', 'GROUPS', and a user profile icon. The user is identified as 'HI, INFO@TRAIN17_SIUCCWD.COM'. Below this is a progress bar with tabs for Profile, Situations, Education, Eligibility, Interests, Training, Job Goals, Job History, and Other Considerations. The 'Job History' tab is currently active. The main content area asks for the user's current employment status, with a dropdown menu showing 'I am unemployed and I have been actively looking for work.' Below this is an 'Add Employment' button. A section titled 'Your Employment History' includes a 'Show 10 entries' dropdown and a search box. A table with columns for Name, Start Date, End Date, and Job Title is shown, but it contains no data. At the bottom, there is a text area for the question: 'In your current or prior jobs, which one did you like the most?'

COMPLETING THE APPLICATION **OTHER CONSIDERATIONS**

The screenshot shows a web browser window with the following elements:

- Browser address bar: HI, INFO@TRAIN17_SIUCCWD.COM
- Page title: YCP APPLICATION
- Progress bar: Profile, Situations, Education, Eligibility, Interests, Training, Job Goals, Job History, Other Considerations. The 'Other Considerations' step is currently active.
- Form content:
 - Text: "Some training programs/employers require you to be drug free for 30-120 days. In those cases, they will require you to complete a drug test. Will you be able to pass a drug test? *
 - Dropdown menu: "Select one."
 - Text: "How will you get to a training or worksite? Select all that apply"
 - Radio button options:
 - I own a car.
 - I can get a ride.
 - I take the bus.
 - I can take a train/subway.
 - I have no reliable transportation options.
 - Other
 - Text: "How far would you be willing to travel to a training or worksite?"
 - Radio button options:
 - Less than 5 miles.
 - Between 6 and 15 miles.
 - Between 16 and 25 miles.
 - 26 miles or above.



INTAKE REVIEW

INTAKE REVIEW

ONCE THE APPLICATION IS COMPLETE, YOU WILL COMPLETE THE REST OF THE INTAKE PROCESS.

WE WILL BE PUSHING OUT ADDITIONAL USABILITY UPDATES FOR THE INTAKE PAGE!

VERIFY ELIGIBILITY

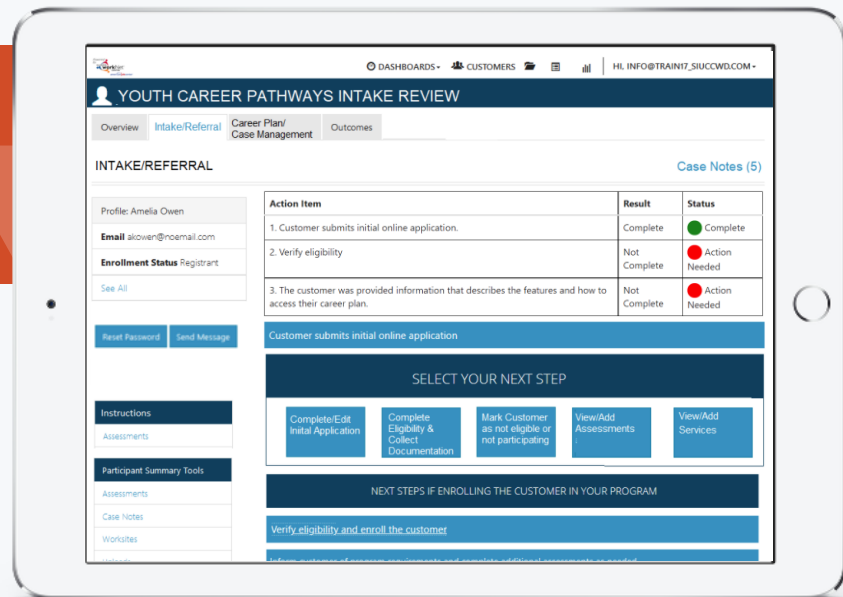
You will **Complete Program Eligibility** by verifying that the customer is eligible to participate in the program via the required documentation.

INFORM CUSTOMER OF REQUIREMENTS & ADD ASSESSMENTS

Inform the customer of the program requirements and add any assessments a customer has completed to their profile.

PROVIDE CUSTOMER WITH CAREER PLAN INFORMATION

Using the information in this section, provide the customer with information on how to access their career plan. Once completed, ensure you update the section.



INTAKE REVIEW **VERIFY ELIGIBILITY**

DASHBOARDS CUSTOMERS GROUPS HI, INFO@TRAIN17_SIUCCWD.COM

ELIGIBILITY DETERMINATION FOR MIKE GAMPY

Basic Info Education Physical Financial Employment Other

If a question is not answered correctly or cannot be verified, the application can be updated. Once the application is updated, this page can be refreshed to see the updated answers. [Update Customer Responses](#)

Select Verification Type

I am eligible, receiving, or exhausted unemployment benefits.
 Unemployed and receiving UI benefits
 Eligible but not receiving UI benefits
 Exhausted benefits

Tenure Tenure Definition
No

2. Verify eligibility

[Complete Program Eligibility](#)
Refresh page to show most recent Eligibility results.

Enrollment Status
Not Enrolled - Eligibility Not Complete

[Save](#) Before enrolling this customer, obtain a signed eligibility form by the participant and career planner.

INTAKE REVIEW **ADD ASSESSMENTS**

See All

3. The customer was provided information that describes the features and how to access their career plan.

Not Complete

Action Needed

Customer submits initial online application

View Application
Submitted 8/6/2020 4:18 PM

SELECT YOUR NEXT STEP

Complete/Edit Initial Application

Complete Eligibility & Collect Documentation

View/Add Assessments

Update enrollment status or make referral.

View/Add Services

Verify eligibility and enroll the customer

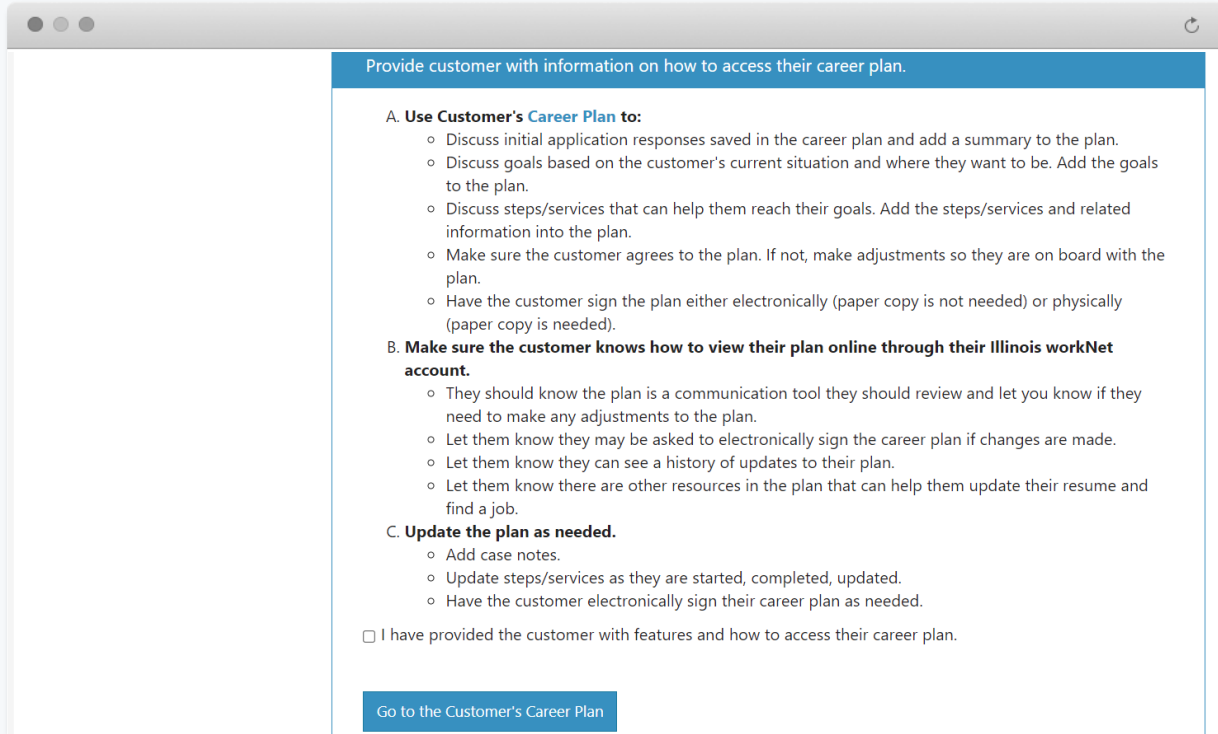
View Eligibility Verification Saved 8/6/2020 4:22 PM
Refresh page to show most recent Eligibility results.

This customer has been found eligible **as In school youth.**

Inform customer of program requirements and complete additional assessments as needed

- Inform customer of program requirements and complete additional assessments as needed.
- Enter assessment results into the system.

INTAKE REVIEW INFORM CUSTOMER OF CAREER PLAN



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

A. Use Customer's Career Plan to:

- Discuss initial application responses saved in the career plan and add a summary to the plan.
- Discuss goals based on the customer's current situation and where they want to be. Add the goals to the plan.
- Discuss steps/services that can help them reach their goals. Add the steps/services and related information into the plan.
- Make sure the customer agrees to the plan. If not, make adjustments so they are on board with the plan.
- Have the customer sign the plan either electronically (paper copy is not needed) or physically (paper copy is needed).

B. Make sure the customer knows how to view their plan online through their Illinois workNet account.

- They should know the plan is a communication tool they should review and let you know if they need to make any adjustments to the plan.
- Let them know they may be asked to electronically sign the career plan if changes are made.
- Let them know they can see a history of updates to their plan.
- Let them know there are other resources in the plan that can help them update their resume and find a job.

C. Update the plan as needed.

- Add case notes.
- Update steps/services as they are started, completed, updated.
- Have the customer electronically sign their career plan as needed.

I have provided the customer with features and how to access their career plan.

[Go to the Customer's Career Plan](#)



THANKS FOR VIEWING!

YOUTH CAREER PATHWAYS PY2021

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