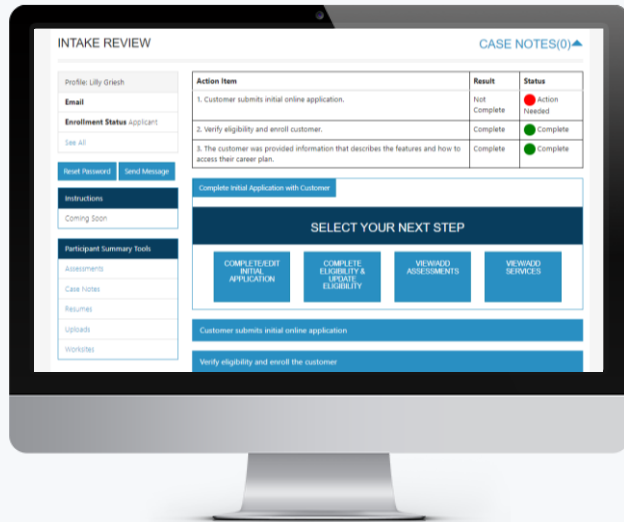




Youth Career Pathways Completing Intake

www.illinoisworknet.com

INTAKE IS COMPRISED OF 3 MAIN STEPS:



01 Customer submits initial online application.

02 Verify eligibility and enroll customer.

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

STEP 1

AN OVERVIEW OF THE APPLICATION
PROCESS WAS COVERED ON THE
11/17/21 YCP TA WEBINAR

A copy of the recording and PowerPoint can be found on the YCP partner guide:

www.illinoisworknet.com/ycp21partnerguide

 **STEP 2**

VERIFYING ELIGIBILITY AND ENROLLING THE CUSTOMER

COMPLETING ELIGIBILITY SCREENING

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.

Harry Wizzly identified the following items in the initial application on 11/29/2021 that impact WIOA eligibility.

Address: , 62703
Date of Birth: 3/7/2000
SSN: xxx-xx-9999
Gender at Birth: Male
Are you authorized to work in the US? Yes
Registered with Selective Service: No

[Start Eligibility Determination](#)

[Return to Intake Review](#)

[Verify eligibility and enroll the customer](#)

[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.

COMPLETING ELIGIBILITY SCREENING

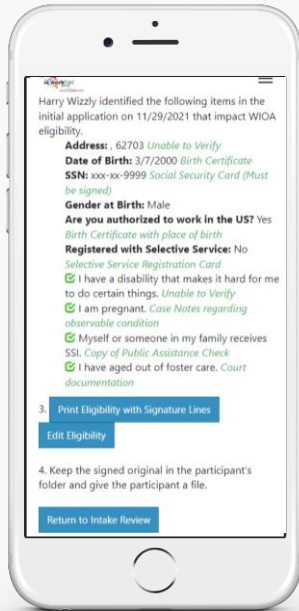
Basic Info Education Physical Financial Employment Other

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.
3. Harry Wizzly identified the following items in the initial application on 11/29/2021 that impact WIOA eligibility.
 - Address:** 62703 *Driver's License/State I.D.*
 - Date of Birth:** 3/7/2000 *Birth Certificate*
 - SSN:** xxx-xx-9999 *Social Security Card (Must be signed)*
 - Gender at Birth:** Male
 - Are you authorized to work in the US?** Yes *Birth Certificate with place of birth*
 - Registered with Selective Service:** No *Selective Service Registration Card*
 - I have a disability that makes it hard for me to do certain things. *Medical Records*
 - I am pregnant. *Case Notes regarding observable condition*
 - Myself or someone in my family receives SSI. *Copy of Public Assistance Check*
 - I have aged out of foster care. *Court documentation*
4. Keep the signed original in the participant's folder and give the participant a file.

[Print Eligibility with Signature Lines](#) [Edit Eligibility](#)

[Return to Intake Review](#)

TO COMPLETE ELIGIBILITY YOU WILL COMPLETE THESE FOUR TASKS:



COMPLETING ELIGIBILITY

After you have gathered the required documentation to complete the eligibility screening, you will follow these four steps to complete the eligibility process.



PRINT THE ORGANIZER SHEET

The organization sheet will keep your customer file neat, organized, and consistent with other folders.



COLLECT A COPY OF ALL DOCUMENTATION

A copy of all recorded documentation types used to determine eligibility should be kept in the customer's folder



PRINT ELIGIBILITY WITH SIGNATURE LINES

Print out a copy of the customer's eligibility sheet that includes signature lines for you and the customer to sign.



SIGN DOCUMENT AND KEEP RECORD

After the document has been signed by all parties, you will include that in the customer's file.

COMPLETING ENROLLMENT

The screenshot displays a web application interface for completing enrollment. On the left is a sidebar with a 'Participant Summary Tools' menu containing 'Assessments', 'Case Notes', 'Resumes', 'Uploads', and 'Worksites'. The main content area features four blue buttons: 'COMPLETE/EDIT INITIAL APPLICATION', 'COMPLETE ELIGIBILITY & UPDATE ELIGIBILITY', 'VIEW/ADD ASSESSMENTS', and 'VIEW/ADD SERVICES'. Below these are three blue horizontal bars with the text: 'Customer submits initial online application', 'Verify eligibility and enroll the customer', and 'Provide customer with information on how to access their career plan.'. The central section shows a green checkmark icon and the text: 'View Eligibility Verification Saved 11/29/2021 1:17 PM Refresh page to show most recent Eligibility results. This customer has been found eligible for the Apprenticeship Illinois Program.' Below this is an 'Enrollment Status' dropdown menu with the following options: 'Not Enrolled - Eligibility Not Complete', 'Not Enrolled - Eligibility Not Complete', 'Enrolled - This customer's eligibility is complete', 'Not Enrolled - Not Able to Complete Eligibility', 'Not Enrolled - Customer Declined to Participate', and 'Not Enrolled - Not Eligible'. The 'Enrolled' option is highlighted in blue. To the right of the dropdown, the text 'form by the participant and career planner.' is partially visible.



PROVIDE INFORMATION ON CAREER PLAN

PROVIDE INFORMATION ON CAREER PLAN

The screenshot shows a web application window with a sidebar on the left and a main content area on the right. The sidebar contains a profile card for 'Harry Wizzly' with email 'hw@noemail.com' and enrollment status 'Inquirer'. Below this are buttons for 'Reset Password' and 'Send Message', an 'Instructions' section with 'Coming Soon', and a 'Participant Summary Tools' section with links for 'Assessments', 'Case Notes', 'Resumes', 'Uploads', and 'Worksites'. The main content area has a blue header 'Provide customer with information on how to access their career plan.' followed by three sections: A. Use Customer's Career Plan to: (with 5 bullet points), B. Make sure the customer knows how to view their plan online through their Illinois workNet account. (with 4 bullet points), and C. Update the plan as needed. (with 3 bullet points). At the bottom of the main area is a checkbox 'I have provided the customer with features and how to access their career plan.' and a blue button 'Go to the Customer's Career Plan'.

Profile: Harry Wizzly

Email hw@noemail.com

Enrollment Status Inquirer

See All

Reset Password Send Message

Instructions

Coming Soon

Participant Summary Tools

Assessments

Case Notes

Resumes

Uploads

Worksites

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

A. Use Customer's Career Plan to:

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

- o 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.
- o Let them know they may be asked to electronically sign the career plan if changes are made.
- o Let them know they can see a history of updates to their plan.
- o 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.

- o Add case notes.
- o Update steps/services as they are started, completed, updated.
- o 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



PROGRAM REQUIREMENTS & ADD ASSESSMENTS

ENTER ASSESSMENT RESULTS

ASSESSMENTS

Profile: Harry Wizzly

Email hw@noemail.com

Enrollment Status Inquirer

[See All](#)

[Reset Password](#) [Send Message](#)

Related Instructions

[Assessments](#)

SKILLS AND INTERESTS

DISABILITY BENEFITS ESTIMATOR

EMPLOYMENT 101

NOCTI RESULTS

SELF-EVALUATION

OBSERVATIONAL EVALUATION

WORKSITE EVALUATION

[View Evaluation Summary](#)

Assessments Not Available Through Illinois workNet

ENTER MORE ASSESSMENTS

[Add Assessment Results](#)

Assessment Name/Description	Edit/View Results	Assessment Date	Type	Category	Updated
No data available in table					

1 to 0 of 0 entries

[Previous](#) [Next](#)

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.](#)



THANKS FOR VIEWING!

YOUTH CAREER PATHWAYS PY2021

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youth career pathways