Youth Career Pathways Completing Intake

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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 ✓

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   - 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.

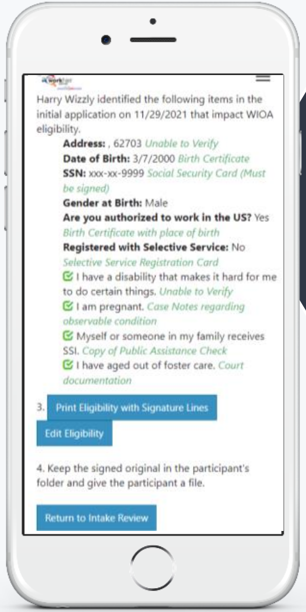
Address: , 62703 *Driver's License/State I.D.*
Date of Birth: 3/7/2000 *Birth Certificate*
SSN: xxx-xx-9999 *Social Security Card (Must be signed)*
Gender at Birth: Male
Are you authorized to work in the US? Yes *Birth Certificate with place of birth*
Registered with Selective Service: No *Selective 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*

3. Print Eligibility with Signature Lines | Edit Eligibility

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

Return to Intake Review

TO COMPLETE ELIGILIBTY 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

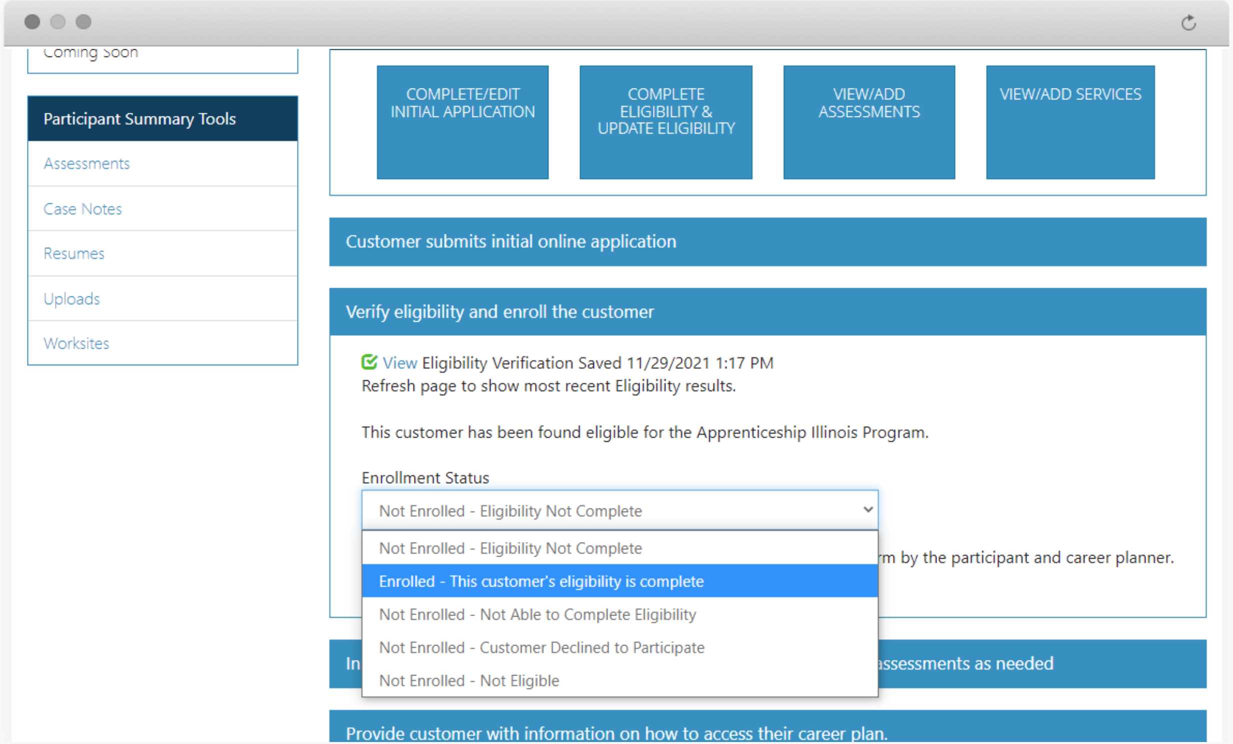
PRINT ELIGIBILITY WITH SIGNATURE LINES

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.

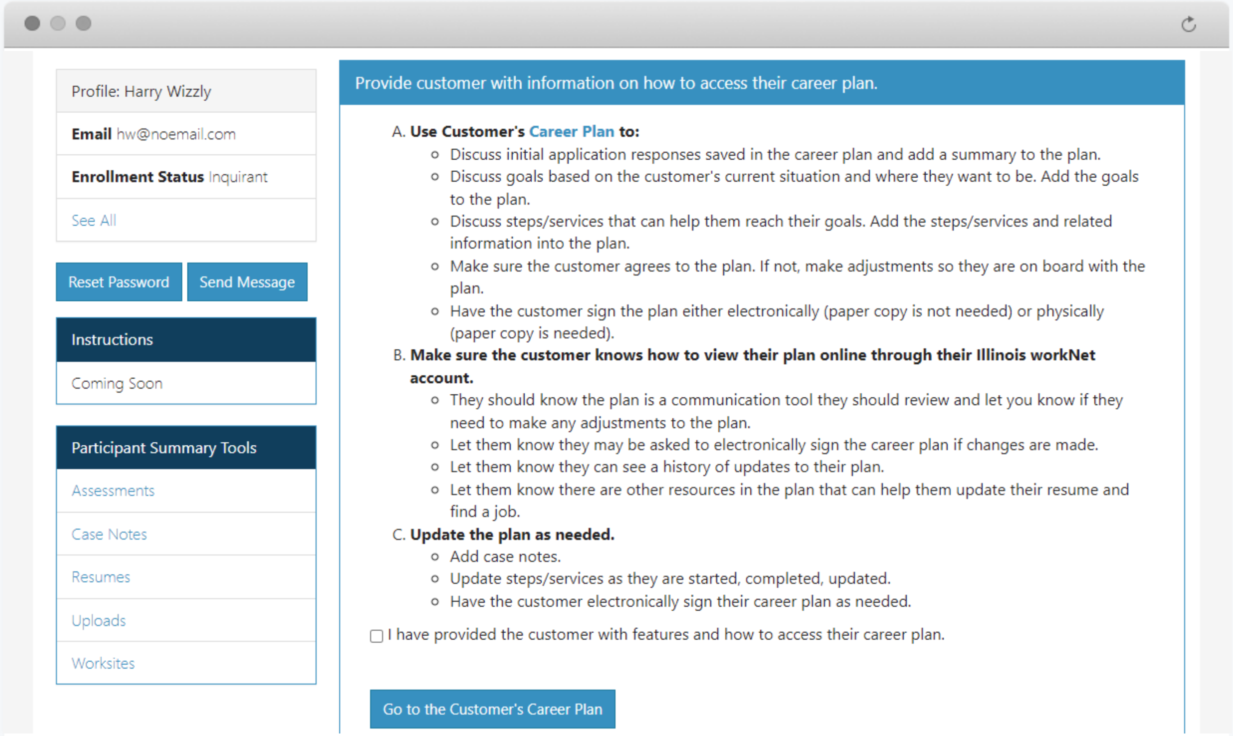
COMPLETING ENROLLMENT



STEP 3

PROVIDE INFORMATION ON CAREER PLAN

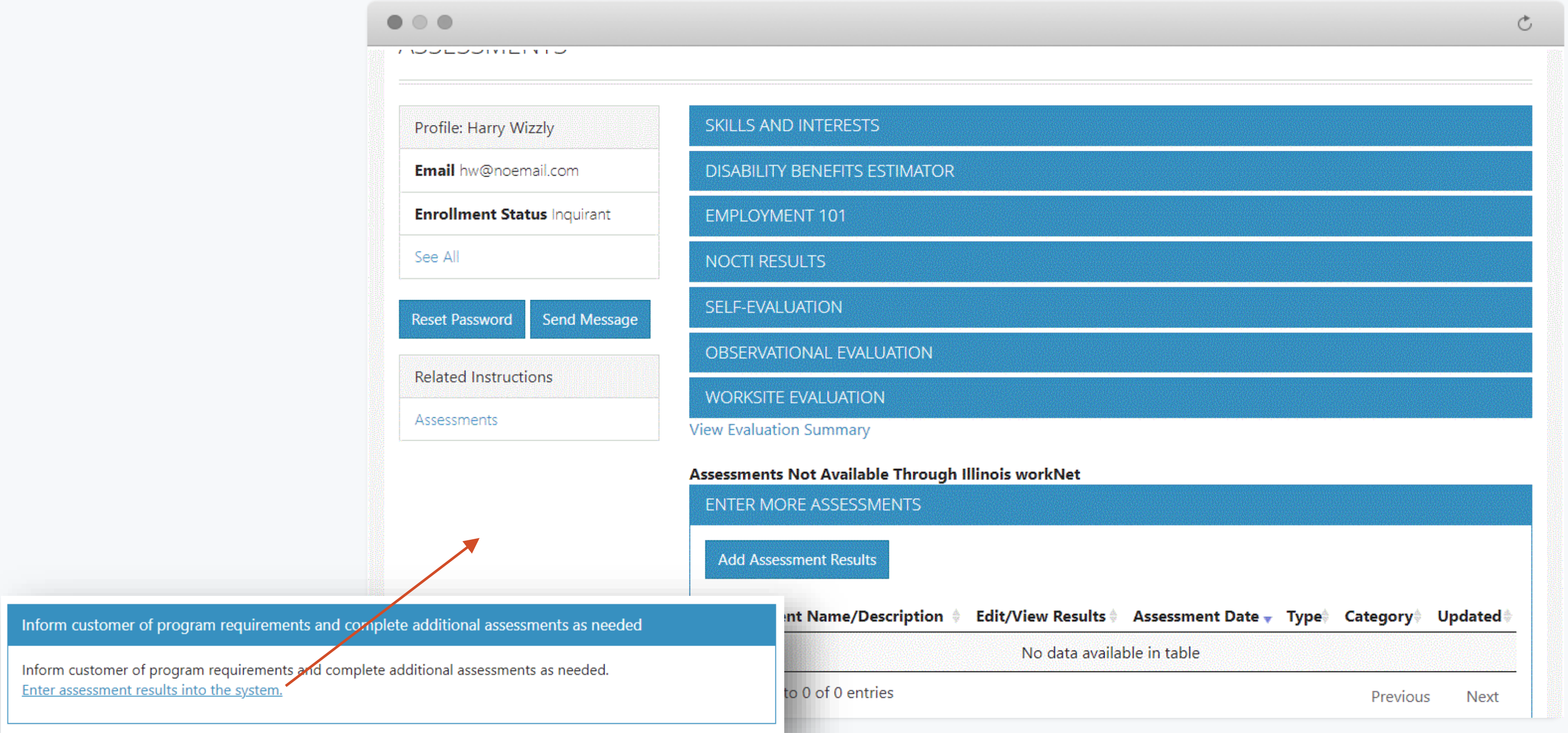
PROVIDE INFORMATION ON CAREER PLAN



AS NEEDED

PROGRAM REQUIREMENTS & ADD ASSESSMENTS

ENTER ASSESSMENT RESULTS



THANKS FOR VIEWING!

YOUTH CAREER PATHWAYS
PY2021

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