

PART-TIME/DISTANCE LEARNING

The career planner will do the following for submission of requests to approve part-time or distance learning training:

Complete a **Trade Individual Employment Plan Modification Form Commerce/Trade Form #014a (IEP Modification Form)**.

Fill out all necessary information. Mark the **Switch in On-Site/Online Status (to change distance learning)** or **Change in Full-Time/Part-Time Status (to change part-time status)** and enter **Waiver** in the List Service(s) box.

TRADE INDIVIDUAL EMPLOYMENT PLAN (IEP) MODIFICATION FORM

Pre-Approved Modification to Plan			
1. Participant Name: <input style="width: 80%;" type="text"/>	2. Modification #: <input style="width: 80%;" type="text"/>		
3. Date of Modification Request: <input style="width: 80%;" type="text"/>	4. Date Modification to Take Effect: <input style="width: 80%;" type="text"/>		
5. Reason for Modification: (select all that apply and complete information for the reason) NOTE: Some modifications may require submission of a new and/or updated Trade forms.			
<input type="checkbox"/> Invoking Equitable Tolling Justification: <input style="width: 80%;" type="text"/>			
<input type="checkbox"/> Waiver Change: <input type="checkbox"/> Criteria Change		<input type="checkbox"/> Date Extension <input type="checkbox"/> Revocation	
<input type="checkbox"/> Additional service(s) List Service(s): <input style="width: 80%;" type="text"/>		<input type="checkbox"/> End Service List Service(s): <input style="width: 80%;" type="text"/>	
<input type="checkbox"/> Date Extension Reason: <input style="width: 80%;" type="text"/> Current End Date: <input style="width: 80%;" type="text"/> New End Date: <input style="width: 80%;" type="text"/>		<input type="checkbox"/> Switch to a New Training Program Reason: <input style="width: 80%;" type="text"/> Current Training Institution: <input style="width: 80%;" type="text"/> Current Training Program: <input style="width: 80%;" type="text"/> New Training Institution: <input style="width: 80%;" type="text"/> New Training Program: <input style="width: 80%;" type="text"/>	
<input type="checkbox"/> Changes in Cost Reason: <input style="width: 80%;" type="text"/>		<input type="checkbox"/> Change in Full-Time/Part-Time Status Reason: <input style="width: 80%;" type="text"/>	
<input type="checkbox"/> Potential Suspension Start Date: <input style="width: 80%;" type="text"/>		<input type="checkbox"/> Switch in On-Site/Online Status	
<input type="checkbox"/> Vacation Break Start Date: <input style="width: 80%;" type="text"/> End Date: <input style="width: 80%;" type="text"/>		<input type="checkbox"/> Final Cost Reconciliation <input type="checkbox"/> Other <input style="width: 80%;" type="text"/>	
<input type="checkbox"/> Switch from Transportation to Subsistence		<input type="checkbox"/> Switch from Subsistence to Transportation	
6. How does the modification affect the total IEP cost?			
Increase \$ <input style="width: 80%;" type="text"/>	Decrease \$ <input style="width: 80%;" type="text"/>	<input type="checkbox"/> No Change	New Total IEP Amount \$ <input style="width: 80%;" type="text"/>
7. Documentation to support Modification: (Mark all that apply)			
<input type="checkbox"/> Training institution documentation		<input type="checkbox"/> Participant documentation/request	
<input type="checkbox"/> File Audit		<input type="checkbox"/> Other: List documentation: <input style="width: 80%;" type="text"/>	
8. TRA Eligibility (Must upload current printout of TRA Claim Details Screen from IBIS)			
Number of TRA weeks paid: <input style="width: 80%;" type="text"/>		Number of eligible TRA weeks remaining: <input style="width: 80%;" type="text"/>	
With this modification, the participant has enough remaining weeks of TRA eligibility to complete the training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, has the participant provided documentation demonstrating he/she has the financial resources to support himself/herself through the completion of the training? <input type="checkbox"/> Yes <input type="checkbox"/> No			

To enter the IEP modification (IEP already state merit staff approved) for the participant:
Click on **List TAA Status** on the **Application Menu** on the **TAA Application** for the participant.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below this is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done, Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". A "Printable Application" button is visible. The menu is organized into three columns: "Application" (with 17 items, where "List TAA Status" is highlighted with a red box), "Profile" (with 10 items), and "Services" (with 2 items). An "Exit" section at the bottom right contains 3 items.

Case Management

Application Menu

Steve Perry Application Summary

SSN: 0503 App LWA:15 App Date:02/13/2019

Printable Application

Application

- Guided Application
- Application Definition
- Assessment Summary
- TAA Training Criteria
- TAA Additional Info
- Concurrent Programs
- Characteristics and Barriers
- Employment Characteristics
- Education Status
- Tests
- Public Assistance
- Family Characteristics
- Income Calculation
- Dislocated Worker Characteristics
- LWA Specific Data
- Eligibility Determination
- List TAA Status
- List IDES View

Profile

- Contact Information
- Additional Contacts
- Private Information
- Veterans Information
- Employment History
- Credentials
- Education Status - In Program Update
- Measurable Skill Gains
- List All Documents
- Create TAA Template

Services

- List Enrolled Services
- List Part Time/Distance Learning

Exit

- Exit Summary
- View Wages
- View TAA Costs

Click on **View** for the IEP Status Record.

The screenshot shows the IWDS Case Management interface. The header includes the IWDS logo and the text "Illinois Workforce Development System Case Management". The page title is "List TAA Status". Below the title, there are links for "Steve Perry" and "Application Summary", and the text "SSN: 0503 App LWA:15 App Date:02/13/2019". There are two buttons: "Add TAA Status" and "Return".

On the left side, there is a blue sidebar menu with the following sections:

- Menus**
 - Staff Menu
 - Customer Menu
 - Application Menu
- Case Notes**
 - Add Case Notes
 - List Case Notes
- Universal Services**
 - Add Local Service
 - List All Services
- FAQs**
 - I'm Done: Log Off

The main content area contains a table with the following data:

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
View	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
View	02/13/2019		IEP	Approved	Sheila Sloan	02/25/2019

Below the table, there are two buttons: "Add TAA Status" and "Return".

Update the **IEP Status Record** with a dated comment in the **Comment Box** describing the reason for the modification.

Click **Save**.

IWDS
Illinois Workforce
Development System
Case Management

Menus

[Staff Menu](#)

[Customer Menu](#)

[Application Menu](#)

Case Notes

[Add Case Notes](#)

[List Case Notes](#)

Universal Services

[Add Local Service](#)

[List All Services](#)

FAQs

[I'm Done: Log Off](#)

Maintain TAA Status

[Steve Perry](#) [Application Summary](#)
SSN: 0503 **App LWA:** 15 **App Date:** 02/13/2019

TAA Petition Number: 90900 **TAA Act:** 2015
Employer Name: Caterpillar

Status: IEP

Entry Date: 02/22/2019

Status Start Date:

Status End Date:

Changes to Comments or IEP Amount Approved require DCEO Approval

Comments:

11/30/21 - Requesting approval for enrollment in training. See case note dated 11/30/21 for details.

IEP Amount Approved:

Created By: Sheila Sloan **Date Created:** 02/22/2019
Last Updated By: Sheila Sloan **Date Last Updated:** 02/25/2019

Approval Type	Approver	Approved/Denied Date	Approval Status	Previous IEP Amount
Original	Sheila Sloan	02/25/2019	Approved	

Doc ID	Screen	Document Type	Date Stored	Date Reviewed	Reviewed By
There is nothing to display.					

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

IWDS Illinois Workforce Development System **Case Management**

Application Menu
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**
 Printable Application

Services (highlighted)

- List Enrolled Services
- List Part Time/Distance Learning

Exit

- Exit Summary
- View Wages
- View TAA Costs

Application

- Guided Application
- Application Definition
- Assessment Summary
- TAA Training Criteria
- TAA Additional Info
- Concurrent Programs
- Characteristics and Barriers
- Employment Characteristics
- Education Status
- Tests
- Public Assistance
- Family Characteristics
- Income Calculation
- Dislocated Worker Characteristics
- LWA Specific Data
- Eligibility Determination
- List TAA Status
- List IDES View

Profile

- Contact Information
- Additional Contacts
- Private Information
- Veterans Information
- Employment History
- Credentials
- Education Status - In Program Update
- Measurable Skill Gains
- List All Documents
- Create TAA Template

Menus

- Staff Menu
- Customer Menu
- Application Menu

Case Notes

- Add Case Notes
- List Case Notes

Universal Services

- Add Local Service
- List All Services

FAQs

I'm Done: Log Off

Click on **Trade Case Management – TAA**.

IWDS Illinois Workforce Development System **Case Management**

Services
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**
 Add Enrolled Service Printable Services Return

3 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
10/25/2020	10/25/2020	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

Page 1 of 1

Add Enrolled Service Printable Services Return

Menus

- Staff Menu
- Customer Menu
- Application Menu

Case Notes

- Add Case Notes
- List Case Notes

Universal Services

- Add Local Service
- List All Services

FAQs

I'm Done: Log Off

Click **Add Additional Episode**.

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021
Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management **Same Day Service**
***Grant:** 17661015-United Workforce Development Board aka Career Link
Provider: *1502-00 Carl Sandburg College
Start Date: 10/25/2020
End Date: 10/25/2020
Current Status: Successful Completion
***Weekly Hours:** 10.0
*** Bridge Program Activity?:** No
Comments:
TAA Services Completed: Click Confirm when all TAA Services have been completed

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

IWDS Illinois Workforce Development System **Case Management**

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

[FAQs](#)
[I'm Done: Log Off](#)

Informational Message:
A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

Add Case Note
[Steve Perry](#) [Application Summary](#)
Staff Name: [Sheila Sloan](#)

***Contact Date:** 11/01/2021
Program: TAA/NAFTA ▾
***Note Category:** Case Note Supporting Same Day Service ▾
***Confidential:** No ▾
***Note Subject:** Case Management Services
***Case Note:** Provided Case Management Service to participant. |

Save and Return

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below this is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry", "Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below the user info are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, Concurrent Programs, Characteristics and Barriers, Employment Characteristics, Education Status, Tests, Public Assistance, Family Characteristics, Income Calculation, Dislocated Worker Characteristics, LWA Specific Data, WIOA Training Criteria, Eligibility Determination), "Profile" (Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents), and "Services" (List Enrolled Services, ITA Characteristics, List Part Time/Distance Learning). The "Services" section is highlighted with a red box. At the bottom right, there is an "Exit" section with links for Exit Summary, View Wages, and Performance Impact.

Click on Career Planning (Case Management) – 1DC.

Services
[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

Add Enrolled Service Printable Services Return

1 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	Career Planning (Case Management) - 1DC	Successful Completion	Sheila Sloan

Page 1 of 1

Add Enrolled Service Printable Services Return

Click Add Additional Episode.

Edit Required Activity Information
[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 11/01/2021
Last Updated By: Sheila Sloan
Last Updated: 11/01/2021
Title: 1DC
Service Level: Career Services
Activity: Career Planning (Case Management) Same Day Service
*Grant: 19681015-United Workforce Development Board aka Career Link
Provider: *1537-00 Bradley University
Start Date: 11/01/2021
End Date: 11/01/2021
Current Status: Successful Completion
Comments: 11/1/2021 - Add Dated Comment

Additional Info
Add Additional Episode

Save Cancel

Delete Service

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. The header is red with the IWDS logo and text. A blue sidebar on the left contains navigation menus. The main content area has a yellow informational message and a form titled 'Add Case Note'. The form includes fields for Contact Date, Program, Note Category, Confidential status, Note Subject, and Case Note, along with a 'Save and Return' button.

Informational Message:
A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

Add Case Note
[Steve Perry](#) [Application Summary](#)
Staff Name: [Sheila Sloan](#)

*Contact Date: 11/01/2021
Program: WIOA
*Note Category: Case Note Supporting Same Day Service
*Confidential: No
*Note Subject: Case Management
*Case Note: 11/1/21 Case Management for participant

Save and Return

Upload the **IEP Modification Form** and any other relevant documents in IWDS.

To upload documents in IWDS, click on **List All Documents** under the **Profile** section on the **Application Menu**. Make sure you are on the correct application for the participant (WIOA or TAA).

IWDS Illinois Workforce Development System **Case Management**

Application Menu
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:**15 **App Date:**02/13/2019

Application

- [Guided Application](#)
- [Application Definition](#)
- [Assessment Summary](#)
- [TAA Training Criteria](#)
- [TAA Additional Info](#)
- [Concurrent Programs](#)
- [Characteristics and Barriers](#)
- [Employment Characteristics](#)
- [Education Status](#)
- [Tests](#)
- [Public Assistance](#)
- [Family Characteristics](#)
- [Income Calculation](#)
- [Dislocated Worker Characteristics](#)
- [LWA Specific Data](#)
- [Eligibility Determination](#)
- [List TAA Status](#)
- [List IDES View](#)

Profile

- [Contact Information](#)
- [Additional Contacts](#)
- [Private Information](#)
- [Veterans Information](#)
- [Employment History](#)
- [Credentials](#)
- [Education Status - In Program Update](#)
- [Measurable Skill Gains](#)
- **[List All Documents](#)**
- [Create TAA Template](#)

Services

- [List Enrolled Services](#)
- [List Part Time/Distance Learning](#)

Exit

- [Exit Summary](#)
- [View Wages](#)
- [View TAA Costs](#)

Click **Add Document**.

IWDS Illinois Workforce Development System **Case Management**

List All Documents
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:**15 **App Date:**02/13/2019

	Doc ID	Screen	Document Type	Date Stored	Date Reviewed	Reviewed By
<input type="button" value="Remove"/>	71	Application Menu	Form #014 DCEO/Trade Individual Employment Plan	Tue May 25 13:25:10 CDT 2021		

Click **Browse** to search for the document to upload. Once you find the file, double click the document or select it and click **Open**.

Then select the **Type** from the drop down options. There should be an option to select any of the Trade forms.

Each document can be uploaded separately or combined into a single document. If you upload the documents as one single document, select **Form #014 DCEO/Trade Trade Individual Employment Plan** as the **Type**. If you upload the documents as separate documents, select the appropriate name from the drop down options for **Type**.

IWDS Illinois Workforce Development System **Case Management**

Upload Document

Path: Browse...

Type:

- Form #001 2021R Trade Benefits Rights and Obligations
- Form #002 DCEO/Trade Trade Application
- Form #003 DCEO/TAA 2002 TAA Illinois Waiver from Training
- Form #003 DCEO/TAAEA 2011 TAAEA Illinois Waiver from Training
- Form #003 DCEO/TAARA Illinois Waiver from Training
- Form #003 DCEO/TGAAA 2009 TGAAA Illinois Waiver from Training
- Form #003 2021R Illinois Waiver from Training
- Form #003a DCEO/Trade Trade Waiver Termination Letter
- Form #003b DCEO/Trade Trade Waiver Non-Compliance Letter
- Form #003c DCEO/Trade Trade Potential Suspension Letter
- Form #003d DCEO/Trade Trade Waiver Revocation Letter
- Form #003e DCEO/Trade Trade Waiver from Training Fact Sheet
- Form #004 DCEO/TAA TAA Bona Fide Application for Training
- Form #004 DCEO/TAA2014R Bona Fide Application for Training
- Form #004 2021R Trade Bona Fide Application for Training
- Form #005 DCEO/Trade Eligibility Determination for Trade Transportation/Subsistence Assistance
- Form #005 DCEO/Trade Eligibility Determination for Trade Travel Assistance
- Form #006 DCEO/Trade Verification of Trade Training Enrollment
- Form #006 DCEO/TAAEA Verification of TAAEA Training Enrollment
- Form #006 DCEO/TAA2014R Verification of Training Enrollment
- Form #006 DCEO/TGAAA Verification of TGAAA Training Enrollment
- Form #006a DCEO/Trade Bi-Weekly Verification of Trade Training Attendance
- Form #006b DCEO/Trade Trade Training Requirements Fact Sheet
- Form #006c DCEO/Trade Training Benchmark Warning Letter
- Form #006c DCEO/TAAEA TAAEA Training Benchmark Warning Letter
- Form #006d DCEO/Trade Training Program Tracking Form
- Form #006e DCEO/Trade Training Program Course Tracking Form
- Form #007 DCEO/Trade Trade Individual Training Account (ITA) Projection
- Form #008 DCEO/Trade Trade On-the-Job Training OJT Agreement
- Form #009 DCEO/Trade Trade On-the-Job Training OJT Invoice

PART-TIME/DISTANCE LEARNING

To add a **Part Time Indicator**:

Under **Services** in IWDS, the career planner will select **List Part Time/Distance Learning**

The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu on the left with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below this are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, TAA Training Criteria, TAA Additional Info, Concurrent Programs, Characteristics and Barriers, Employment Characteristics, Education Status, Tests, Public Assistance, Family Characteristics, Income Calculation, Dislocated Worker Characteristics, LWA Specific Data, Eligibility Determination, List TAA Status, List IDES View), "Profile" (Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents, Create TAA Template), and "Services" (List Enrolled Services, List Part Time/Distance Learning - highlighted with a red box). An "Exit" section contains links for Exit Summary, View Wages, and View TAA Costs.

To add a Part Time Indicator:

Click **Add Part Time/Distance Learning**

IWDS Illinois Workforce Development System **Case Management**

Part Time/Full Time - Distance Learning History
[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

Add Part Time/Distance Learning Return

Date	Type	Status Deleted?	Last Updated By	Date Created	Date Updated
There are no records at this time.					

Add Part Time/Distance Learning Return

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs

Select **Part Time** under **Status Type**

Enter the date the part-time training begins under **Start Date**

Select **Yes** for **Status**.

IWDS Illinois Workforce Development System **Case Management**

Part Time/Full Time - Distance Learning Detail
[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

*Status Type:
*Start Date:
*Status:

Save Cancel

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)

Click **Save**.

The screenshot shows the IWDS Case Management interface. The header is red with the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left is a blue sidebar menu with options: Staff Menu, Customer Menu, Application Menu, Case Notes (Add Case Notes, List Case Notes), Universal Services (Add Local Service, List All Services), and a footer with 'I'm Done: Log Off'. The main content area is titled 'Part Time/Full Time - Distance Learning Detail'. It includes links for 'Steve Perry' and 'Application Summary', and displays 'SSN: 0503 App LWA:15 App Date:02/13/2019'. The form contains three fields: '*Status Type:' with a dropdown menu set to 'Part Time Training', '*Start Date:' with a text box containing '12/1/2021', and '*Status:' with a dropdown menu set to 'Yes'. Below these fields are 'Save' and 'Cancel' buttons. At the bottom, there is a copyright notice: 'Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of DCEO User Agreement and ...'.

This is what the screen looks like after you click **Save**.

The screenshot shows the IWDS Case Management interface after a save action. The header and sidebar are the same as in the previous screenshot. The main content area is titled 'Part Time/Full Time - Distance Learning History'. It includes the same links and application information. Below the application info are two buttons: 'Add Part Time/Distance Learning' and 'Return'. A table displays the history of distance learning entries. The table has columns for 'Date', 'Type', 'Status', 'Deleted?', 'Last Updated By', 'Date Created', and 'Date Updated'. One entry is shown for the date 12/01/2021, with Type 'Part Time Training', Status 'Y', Deleted? 'N', Last Updated By 'Sheila Sloan', Date Created '12/02/2021', and Date Updated '12/02/2021'. Below the table are two more buttons: 'Add Part Time/Distance Learning' and 'Return'. At the bottom, there is a copyright notice: 'Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of DCEO User Agreement and ...'.

	Date	Type	Status	Deleted?	Last Updated By	Date Created	Date Updated
View	12/01/2021	Part Time Training	Y	N	Sheila Sloan	12/02/2021	12/02/2021

To add a **Distance Learning Indicator**:

Click **Add Part Time/Distance Learning**.

IWDS Illinois Workforce Development System **Case Management**

Part Time/Full Time - Distance Learning History

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

Date	Type	Status Deleted?	Last Updated By	Date Created	Date Updated
There are no records at this time.					

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Select **Distance Learning** for **Status Type**.

Enter the date the distance learning begins under **Start Date**

Select **Yes** for **Status**.

IWDS Illinois Workforce Development System **Case Management**

Part Time/Full Time - Distance Learning Detail

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

*Status Type:
*Start Date:
*Status:

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Click **Save**.

IWDS Illinois Workforce Development System **Case Management**

Part Time/Full Time - Distance Learning Detail

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

*Status Type: Distance Learning ▼
*Start Date: 12/1/2021
*Status: Yes ▼

Save Cancel

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This is what the screen looks like after you click **Save**.

IWDS Illinois Workforce Development System **Case Management**

Part Time/Full Time - Distance Learning History

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

Add Part Time/Distance Learning Return

	Date	Type	Status	Deleted?	Last Updated By	Date Created	Date Updated
View	12/01/2021	Distance Learning	Y	N	Sheila Sloan	12/02/2021	12/02/2021
View	12/01/2021	Part Time Training	Y	N	Sheila Sloan	12/02/2021	12/02/2021

Add Part Time/Distance Learning Return

Send an email request to state merit staff for approval by forwarding the last state merit staff approval email for the participant and use the following format:

Email Subject Line: IEP Modification Approval Request for (select one: new part-time status, change in part-time status, new distance learning, change in distance learning)– “Customer First Name Initial and Participant Last Name” – LWIA XX

Body of Email:

Can we have an IEP Modification and Approval for (select one: new part-time status, change in part-time status, new distance learning, change in distance learning) for:

Include information for the applicable items below:

Participant Name:

Training Institution:

Training Program:

Total Training Weeks:

Start Date (for new Part-time or Distance Learning Status) of (Select one: Part-Time or Distance Learning):

End Date (for ending Part-time or Distance Learning Status) of (Select one: Part-Time or Distance Learning):

Previous Training End Date:

New Training End Date:

Previously Approved Training Cost:

New Training Cost:

Previously Approved Transportation/Subsistence Cost:

New Transportation/Subsistence Cost:

Previously Approved Total IEP Amount:

New Total IEP Amount:

Justification:

State merit staff will do the following:

1. Review the email, IWDS entries, and uploaded documents to ensure all entries are made as required and all documents are complete.
2. If issues are found, state merit staff will email the career planner and inform him/her of the issues that need addressed.
3. Once the issues have been addressed, the career planner will forward back the email from state merit staff and note that issues have been addressed.
4. State merit staff will review corrections.
5. Once all issues have been corrected, state merit staff will approve all service and status records and forward the email chain to the career planner to inform him/her approval.
6. If approval is not possible and the request is denied, state merit staff will direct the career planner on the next steps to take.