

## Recording Breaks in Training

To record a **Payable Training Interruption**:

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

The screenshot shows the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text "Illinois Workforce Development System Case Management". Below this is a blue sidebar menu with options like "Staff Menu", "Customer Menu", "Application Menu", "Case Notes", "Universal Services", "AQs", and "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", "Profile", and "Services". The "Services" column includes "List Enrolled Services" (highlighted with a red box), "List Part Time/Distance Learning", and "Exit" options like "Exit Summary", "View Wages", and "View TAA Costs".

**Menu**

- Staff Menu
- Customer Menu
- Application Menu

**Case Notes**

- Add Case Notes
- List Case Notes

**Universal Services**

- Add Local Service
- List All Services

**AQs**

- Form Done: Log Off

**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 **Add Enrolled Service**.

**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

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Start Date	End Date	Service Provided	Status	Created By
12/10/2021		<a href="#">On-The-Job Training - TAA</a>	Pending Approval	<a href="#">Sheila Sloan</a>
12/08/2021		<a href="#">RTAA Registrant - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Occupational Skills Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Travel in Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Prerequisite Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Remedial Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
11/01/2021	11/01/2021	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
10/25/2020	11/01/2021	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
02/13/2019		<a href="#">Individual Employment Plan - TAA</a>	Open	<a href="#">Sheila Sloan</a>
02/13/2019	04/14/2019	<a href="#">Issued Waiver - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>

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**Add Enrolled Service** Printable Services Return

Select **TAA** for **Title**.  
Click **Next**.

**IWDS** Illinois Workforce Development System **Case Management**

**Select Title**  
Steve Perry Application Summary  
SSN: 0503 App LWA:15 App Date:02/13/2019

\*Title:

< Back Next >

Cancel

Select **Job Training** for **Service Level**.  
Enter **Start Date**. This is the first date of the **Payable Training Interruption**.  
Click **Next**.

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: 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. The main content area is titled 'Select Service Level and Start Date'. It displays user information: Steve Perry, Application Summary, SSN: 0503, App LWA:15, App Date:02/13/2019. The 'Title' is TAA. The '\*Service Level' dropdown is set to 'Job Training'. The '\*Start Date' is 12/15/2021. There are buttons for '< Back', 'Next >', and 'Cancel'.

Select **Payable Training Interruption** for **Activity**.  
Click **Next**.

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: 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. The main content area is titled 'Select Activity'. It displays user information: Steve Perry, Application Summary, SSN: 0503, App LWA:15, App Date:02/13/2019. The 'Title' is TAA. The 'Service Level' is Job Training. The '\*Activity' dropdown is set to 'Payable Training Interruption'. The 'Start Date' is 12/15/2021. There are buttons for '< Back', 'Next >', and 'Cancel'.

Click **Search Providers** to select the provider of the service. This should be the LWIA.

**IWDS** Illinois Workforce Development System **Case Management**

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

Created By: Sheila Sloan  
Title: TAA  
Service Level: Job Training  
Activity: Payable Training Interruption  
Provider: \* \*   
Start Date: 12/15/2021  
\*Planned End Date:   
End Date:   
\*Current Status: Open  
Comments:

TAA Services Completed:  Click Confirm when all TAA Services have been completed

**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 **Show All** or enter the **Provider Relationship Name**, if known.

**IWDS** Illinois Workforce Development System **Case Management**

**Search Provider Relationships**

Provider Relationship Name:   
Relationship Number:  -   
Statutory Program: TAA/NAFTA  
Title: TAA  
Service Level: Job Training  
Activity: Payable Training Interruption  
Start Date: 12/15/2021

**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
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**Case Notes**  
[Add Case Notes](#)  
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**Universal Services**  
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**FAQs**  
[I'm Done: Log Off](#)

Click **Pick** beside the appropriate provider. This should be the LWIA.

 **IWDS** Illinois Workforce Development System **Case Management**

### List Provider Relationships

[Return To Search](#)

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	Provider Name	Relationship ID	Relationship Type
<a href="#">Pick</a>	AAAAA Beauty Academy	<a href="#">1586-00</a>	Vendor
<a href="#">Pick</a>	Bradley University	<a href="#">1537-00</a>	Vendor
<a href="#">Pick</a>	Gingers Community College	<a href="#">gingers-00</a>	Contract

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[Return To Search](#)

Enter the **Planned End Date**.

Select **Open** from the drop down for **Current Status**.

Click **Save**.

**NOTE:** If the exact dates of the break are known, the End Date can be entered and the **Currently Status** changed to **Successful Completion**.

 **IWDS** Illinois Workforce Development System **Case Management**

### Add Required Activity Information

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

Created By: Sheila Sloan  
Title: TAA  
Service Level: Job Training  
Activity: Payable Training Interruption  
Provider: \*[1537-00 Bradley University](#) \* [Search Providers](#)

Start Date: 12/15/2021  
\*Planned End Date:   
End Date:

\*Current Status:    
Comments:

TAA Services Completed:  Click Confirm when all TAA Services have been completed

The system adds the service record.


IWDS
Illinois Workforce  
Development System
Case Management

**Menus**

[Staff Menu](#)  
[Customer Menu](#)  
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**Case Notes**

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

**Universal Services**

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**FAQs**

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

**Informational Message:**  
 The record has been added.

### Services

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

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Start Date	End Date	Service Provided	Status	Created By
12/15/2021		<a href="#">Payable Training Interruption - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/10/2021		<a href="#">On-The-Job Training - TAA</a>	Pending Approval	<a href="#">Sheila Sloan</a>
12/08/2021		<a href="#">RTAA Registrant - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Occupational Skills Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Travel in Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Prerequisite Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Remedial Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
11/01/2021	11/01/2021	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
10/25/2020	11/01/2021	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
02/13/2019		<a href="#">Individual Employment Plan - TAA</a>	Open	<a href="#">Sheila Sloan</a>

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The system automatically creates the **Payable Training Interruption Status Record**.


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Case Management

**Menus**

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**Case Notes**

[Add Case Notes](#)

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**Universal Services**

[Add Local Service](#)

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**FAQs**

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### List TAA Status

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

 

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	12/15/2021		Payable Training Interruption		<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/15/2021		Potential Suspension Request	Pending Approval	<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/06/2021		Returned to Work		<a href="#">Sheila Sloan</a>	12/08/2021
<input type="button" value="View"/>	12/01/2021	12/11/2021	Ceased Participation in Training		<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/01/2021		In Training		<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	<a href="#">Sheila Sloan</a>	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	<a href="#">Sheila Sloan</a>	11/30/2021



**Menus**  
[Staff Menu](#)  
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**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
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**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:** 12/15/2021  
**Last Updated By:** Sheila Sloan  
**Last Updated:** 12/15/2021

**Approved/Denied By:**  
**Approved/Denied**

**Date:**  
**Title:** TAA

**Service Level:** Job Training  
**Activity:** Payable Training Interruption  
**Provider:** \*1537-00 Bradley University

**Start Date:** 12/15/2021

**\*Planned End Date:**

**End Date:**

**\*Current Status:**  ▼

**Comments:** Participant will be on Winter break from 12/15/2021 until 1/10/22.

**TAA Services Completed:**  Click Confirm when all TAA Services have been completed

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.

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" (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 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). The "List Enrolled Services" link is highlighted with a red box. An "Exit" section contains links for Exit Summary, View Wages, and View TAA Costs.

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

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

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Click **Add Additional Episode**.

 **IWDS** Illinois Workforce Development System **Case Management**

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**Universal Services**  
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**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:**   
**\* Bridge Program Activity?:** No ▼  
**Comments:**

**TAA Services Completed:**  Click Confirm when all TAA Services have been completed

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December 16, 2021

11

Recording Breaks in Training Instructions

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 case note detailing the dates and reason for the Payable Training Interruption.

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. On the left is a blue navigation menu with links for Staff Menu, Customer Menu, Application Menu, Case Notes, Universal Services, FAQs, and Log Off. The main content area features a yellow informational message about Case Notes, followed by the 'Add Case Note' form. The form includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (TAA/NAFTA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management Services), and a Case Note text area containing 'Provided Case Management Service to participant.'. A 'Save and Return' button is located at the bottom of the form.

**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

**WIOA Application:** No Entry.

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 the header 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), "FAQs", and "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, 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 of the main area is an "Exit" section with links for Exit Summary, View Wages, and Performance Impact.

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



**Menus**  
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[Application Menu](#)

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

**Universal Services**  
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**FAQs**  
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### Services

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

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

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Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	<a href="#">Career Planning (Case Management) - IDC</a>	Successful Completion	<a href="#">Sheila Sloan</a>

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Click **Add Additional Episode**.



**Menus**  
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[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
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**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: 11/01/2021  
 Last Updated By: Sheila Sloan  
 Last Updated: 11/01/2021  
 Title: IDC  
 Service Level: Career Services  
 Activity: Career Planning (Case Management) **Same Day Service**  
 \*Grant:   
 Provider: \*[1537-00 Bradley University](#)  
 Start Date: 11/01/2021  
 End Date: 11/01/2021  
 Current Status: Successful Completion  
 Comments:

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 case note detailing the dates and reason for the Payable Training Interruption.

Click **Save and Return**.

The screenshot displays the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left, a blue sidebar menu lists various options: 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 features a yellow informational message box stating: "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." Below this message is the "Add Case Note" form. The form includes the following fields: Staff Name (Steve Perry, Application Summary, Sheila Sloan), \*Contact Date (11/01/2021), Program (WIOA), \*Note Category (Case Note Supporting Same Day Service), \*Confidential (No), \*Note Subject (Case Management), and \*Case Note (11/1/21 Case Management for participant). A "Save and Return" button is located at the bottom of the form.

When the PTI is complete and the participant returns to class(es), the career planner will make the following entries in IWDS:

Select **List Enrolled Services** on the **Application** Menu 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 the header, the page title is "Application Menu". The user information is "Steve Perry" and "Application Summary". The SSN is "0503", the App LWA is "15", and the App Date is "02/13/2019". There is a button labeled "Printable Application". The main content area is divided into three columns: "Application", "Profile", and "Services". The "Application" column contains a list of links including "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", and "List IDES View". The "Profile" column contains a list of links including "Contact Information", "Additional Contacts", "Private Information", "Veterans Information", "Employment History", "Credentials", "Education Status - In Program Update", "Measurable Skill Gains", "List All Documents", and "Create TAA Template". The "Services" column contains a list of links including "List Enrolled Services" and "List Part Time/Distance Learning". There is also an "Exit" section with links for "Exit Summary", "View Wages", and "View TAA Costs". On the left side, there is a blue sidebar with a "Menu" section containing "Staff Menu", "Customer Menu", and "Application Menu". Below that is a "Case Notes" section with "Add Case Notes" and "List Case Notes". Then a "Universal Services" section with "Add Local Service" and "List All Services". At the bottom of the sidebar, there is an "AQs" section with "Form Done: Log Off".

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

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

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

**AQs**  
[Form Done: Log Off](#)

### Application Menu

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

**Application**

- [Guided Application](#)
- [Application Definition](#)
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- [TAA Training Criteria](#)
- [TAA Additional Info](#)
- [Concurrent Programs](#)
- [Characteristics and Barriers](#)
- [Employment Characteristics](#)
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- [Tests](#)
- [Public Assistance](#)
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- [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 the link for the active **Payable Training Interruption Service Record**.

IWDS
Illinois Workforce  
Development System
Case Management

**Menus**

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

**Case Notes**

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

**Universal Services**

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

**FAQs**

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

### Services

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

Start Date	End Date	Service Provided	Status	Created By
12/15/2021		<span style="border: 2px solid red; padding: 2px;">Payable Training Interruption - TAA</span>	Open	<a href="#">Sheila Sloan</a>
12/10/2021		<a href="#">On-The-Job Training - TAA</a>	Pending Approval	<a href="#">Sheila Sloan</a>
12/08/2021		<a href="#">RTAA Registrant - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Occupational Skills Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Travel in Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Prerequisite Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
12/01/2021		<a href="#">Remedial Training - TAA</a>	Open	<a href="#">Sheila Sloan</a>
11/01/2021	11/01/2021	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
10/25/2020	11/01/2021	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
02/13/2019		<a href="#">Individual Employment Plan - TAA</a>	Open	<a href="#">Sheila Sloan</a>

Page 1 of 2

Add the **End Date**  
Change the **Current Status** to **Successful Completion**  
Add any necessary comments  
Click **Save**.

 **IWDS** Illinois Workforce Development System **Case Management**

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

**Created By:** Sheila Sloan  
**Date Created:** 12/15/2021  
**Last Updated By:** Sheila Sloan  
**Last Updated:** 12/15/2021  
**Approved/Denied By:**  
**Approved/Denied Date:**  
**Title:** TAA  
**Service Level:** Job Training  
**Activity:** Payable Training Interruption  
**Provider:** \*1537-00 [Bradley University](#)  
**Start Date:** 12/15/2021  
**\*Planned End Date:**   
**End Date:**   
**\*Current Status:**    
**Comments:**   
**TAA Services Completed:**  Click Confirm when all TAA Services have been completed

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**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 **Payable Training Interruption Status Record** is updated automatically. NOTE: Dates do not match in this screen pic to prior screen pic due to system issues with entering future dates.

**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](#)

**List TAA Status**

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

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

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	12/15/2021	12/15/2021	Payable Training Interruption		<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/15/2021		Potential Suspension Request	Pending Approval	<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/06/2021		Returned to Work		<a href="#">Sheila Sloan</a>	12/08/2021
<input type="button" value="View"/>	12/01/2021	12/11/2021	Ceased Participation in Training		<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/01/2021		In Training		<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	<a href="#">Sheila Sloan</a>	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	<a href="#">Sheila Sloan</a>	11/30/2021

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.

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 containing sections for "Menus", "Case Notes", "Universal Services", and "FAQs". 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. The menu is organized into three columns: "Application" (with 20 items), "Profile" (with 8 items), and "Services" (with 2 items). The "Services" section is highlighted with a red box, and "List Enrolled Services" is the selected item. An "Exit" section is located at the bottom right of the menu area.

**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 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

**3 found** Page 1 of 1

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

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**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 case note providing the end date of the **PTI** and state the return date to classes for the participant..

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red banner contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists various options: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), 'FAQs', and 'I'm Done: Log Off'. The main content area features a yellow 'Informational Message' box stating that a Case Note must be completed when adding an Additional Episode to a Same Day Service. Below this is the 'Add Case Note' form for staff member Steve Perry. The form includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (TAA/NAFTA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management Services), and a Case Note text area containing 'Provided Case Management Service to participant.'. A 'Save and Return' button is located at the bottom of the form.

**WIOA Application:** No Entry.

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), "FAQs", and "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 of the main area is an "Exit" section with links for Exit Summary, View Wages, and Performance Impact.

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



**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](#)

### Services

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

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

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Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	<a href="#">Career Planning (Case Management) - IDC</a>	Successful Completion	<a href="#">Sheila Sloan</a>

Page 1 of 1

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: 11/01/2021  
 Last Updated By: Sheila Sloan  
 Last Updated: 11/01/2021  
 Title: IDC  
 Service Level: Career Services  
 Activity: Career Planning (Case Management) **Same Day Service**  
 \*Grant:   
 Provider: \*[1537-00 Bradley University](#)  
 Start Date: 11/01/2021  
 End Date: 11/01/2021  
 Current Status: Successful Completion  
 Comments:

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 case note providing the end date of the **PTI** and state the return date to classes for the participant.

Click **Save and Return**.

The screenshot displays the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists options such as 'Staff Menu', 'Customer Menu', 'Application Menu', 'Case Notes', 'Universal Services', and 'FAQs'. The main content area features a yellow 'Informational Message' box stating that a Case Note must be completed when an Additional Episode is added to a Same Day Service. Below this is the 'Add Case Note' form, which includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (WIOA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management), and Case Note (11/1/21 Case Management for participant). A 'Save and Return' button is located at the bottom of the form.

If the participant returns to training but it is more than the 30-day maximum allowed following the last date of attendance, the career planner will do the following:

If the participant returns to training but it is more than the 30-day maximum allowed following the last date of attendance, he/she may have a TRA overpayment back to the start date of the **Payable Training Interruption**. IDES will make this determination and notify the participant. The **PTI Service Record** must be ended as Unsuccessful Completion with an end date the same as the start date. A **Vacation Break Status Record** must be entered with a start date the same date as the start date of the PTI. See the **Vacation Break Section** below for entry instructions.

**The career planner will make the following entries in IWDS:**

Update the **PTI Service Record** to add the end date and mark it as Unsuccessful Completion. Include any necessary comments in the comment box.

The screenshot shows the IWDS Case Management interface. The header includes the IWDS logo and the text 'Illinois Workforce Development System Case Management'. A left-hand navigation menu contains links for Menus (Staff, Customer, Application), Case Notes (Add, List), Universal Services (Add Local, List All), FAQs, and a Log Off button. The main content area is titled 'Edit Required Activity Information' for 'Steve Perry' with a link to 'Application Summary'. It displays case details: SSN: 0503, App LWA: 15, App Date: 02/13/2019. The form includes fields for 'Created By' (Sheila Sloan), 'Date Created' (12/15/2021), 'Last Updated By' (Sheila Sloan), and 'Last Updated' (12/15/2021). There is a section for 'Approved/Denied By' with a date field. The 'Service Level' is 'Job Training' and the 'Activity' is 'Payable Training Interruption'. The 'Provider' is '\*1537-00 Bradley University'. The 'Start Date' is 12/15/2021. The '\*Planned End Date' and 'End Date' are both 12/15/2021. The '\*Current Status' is 'UnSuccessful Completion'. A 'Comments' text area contains the text: 'Participant did not return to training within the 30 day maximum allowed.' At the bottom, there is a 'TAA Services Completed' section with a 'Confirm' button and a red instruction: 'Click Confirm when all TAA Services have been completed'. Below this are three buttons: 'Additional Info', 'Save', and 'Cancel', followed by a 'Delete Service' button.

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.

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 containing 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 20 items like Guided Application, Application Definition, Assessment Summary, etc.), "Profile" (with 8 items like Contact Information, Additional Contacts, Private Information, etc.), and "Services" (with 2 items: List Enrolled Services and List Part Time/Distance Learning). The "List Enrolled Services" link is highlighted with a red box. An "Exit" section at the bottom right contains three links: Exit Summary, View Wages, and View TAA Costs.

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

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

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Page 1 of 1

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 case note providing the end date of the **PTI** and state the return date to classes for the participant.

Click **Save and Return**.

The screenshot displays the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left, a blue sidebar menu lists various options: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), "FAQs", and "I'm Done: Log Off". The main content area features a yellow informational message box stating: "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." Below this message is the "Add Case Note" form. The form includes the following fields: "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), and "\*Case Note" (Provided Case Management Service to participant.). A "Save and Return" button is located at the bottom of the form.

**WIOA Application:** No Entry.

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), "FAQs", and "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**.



**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](#)

### Services

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

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

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Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	<a href="#">Career Planning (Case Management) - IDC</a>	Successful Completion	<a href="#">Sheila Sloan</a>

Page 1 of 1

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: 11/01/2021  
 Last Updated By: Sheila Sloan  
 Last Updated: 11/01/2021  
 Title: IDC  
 Service Level: Career Services  
 Activity: Career Planning (Case Management) **Same Day Service**  
 \*Grant:   
 Provider: \*[1537-00 Bradley University](#)  
 Start Date: 11/01/2021  
 End Date: 11/01/2021  
 Current Status: Successful Completion  
 Comments:

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 case note describing the circumstances for not returning to training and the dates.

Click **Save and Return**.

The screenshot displays the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left, a blue sidebar menu lists various options: "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 features a yellow informational message box stating: "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." Below this message is the "Add Case Note" form. The form includes the following fields: "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), and "Case Note" (11/1/21 Case Management for participant). A "Save and Return" button is located at the bottom of the form.

Enter a **Potential Suspension Request**.

Click **List TAA Status** on the **Application Menu** 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 the header, the main content area is titled "Application Menu" and displays the following information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". A "Printable Application" button is visible. The interface is divided into several 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 "Application" section lists various options, with "List TAA Status" highlighted in a red box. The "Profile" section lists options like Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents, and Create TAA Template. The "Services" section lists List Enrolled Services and List Part Time/Distance Learning. The "Exit" section lists Exit Summary, View Wages, and View TAA Costs.

**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

**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 TAA Status.

 **IWDS** Illinois Workforce Development System **Case Management**

### List TAA Status

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

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	12/06/2021		Returned to Work		<a href="#">Sheila Sloan</a>	12/08/2021
<input type="button" value="View"/>	12/01/2021	12/11/2021	Ceased Participation in Training		<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/01/2021		In Training		<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	<a href="#">Sheila Sloan</a>	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	<a href="#">Sheila Sloan</a>	11/30/2021

**Menus**  
[Staff Menu](#)  
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**Case Notes**  
[Add Case Notes](#)  
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**Universal Services**  
[Add Local Service](#)  
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**FAQs**  
[I'm Done: Log Off](#)

Select **Potential Suspension Request** from the drop down for **Status**.  
 Enter the **Status Start Date**. Timely entry of this status is very important because the system will not allow you back date prior to the date of entry.  
 Select **In Training, Ceased Participation (dropped below full-time, quit)** from the drop down for the **Suspension Request Reason**.  
 Enter a comment in the **Comment Box**.  
 Click **Save**.


IWDS Illinois Workforce Development System Case Management

**Menus**

[Staff Menu](#)

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[Application Menu](#)

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**Case Notes**

[Add Case Notes](#)

[List Case Notes](#)

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**Universal Services**

[Add Local Service](#)

[List All Services](#)

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**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:**

**Status Start Date:**

**Status End Date:**

**Waiver Reason:**

**Suspension Request Reason:**

**Ceased Participation Reason:**

**Comments:**

**IEP Amount Approved:**

**Revocation Reason:**

**TAA Return to work Part Time:**

**Qualifies Under 45 Day Extension:**

**Qualifies Under 60 Day Extension:**

**Qualifies Under Federal Good Cause Provision:**

**Qualifies Under Equitable Tolling:**

To enter a Vacation Break

Click on **List TAA Status** on the **Application Menu** 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 the header, the main content area is titled "Application Menu" and includes the user name "Steve Perry" and a link to "Application Summary". The application details are: "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". A "Printable Application" button is visible. The interface is divided into several 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), "Application" (a list of application-related links), "Profile" (a list of profile-related links), "Services" (a list of service-related links), and "Exit" (a list of exit-related links). The "List TAA Status" link in the "Application" section is highlighted with a red box.

**Case Management**

**Application Menu**

Steve Perry Application Summary

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

Printable Application

**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

**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 TAA Status**.

 **IWDS** Illinois Workforce Development System **Case Management**

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

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	12/06/2021		Returned to Work		<a href="#">Sheila Sloan</a>	12/08/2021
<input type="button" value="View"/>	12/01/2021	12/11/2021	Ceased Participation in Training		<a href="#">Sheila Sloan</a>	12/15/2021
<input type="button" value="View"/>	12/01/2021		In Training		<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	<a href="#">Sheila Sloan</a>	12/10/2021
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	<a href="#">Sheila Sloan</a>	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	<a href="#">Sheila Sloan</a>	11/30/2021

**Menus**  
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**Universal Services**  
[Add Local Service](#)  
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**FAQs**  
[I'm Done: Log Off](#)

Select **Vacation Break** from the drop down for **Status**.  
 Enter the **Status Start Date**. This will be the first date of the **Payable Training Interruption**.  
 Enter **Status End Date**. This will be the date the participant returned to training.  
 Enter comments in the **Comment Box** detailing the reason for the **Vacation Break**.

IWDS
Illinois Workforce  
Development System
Case Management

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**Menus**

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**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:**

**Status Start Date:**

**Status End Date:**

**Waiver Reason:**

**Suspension Request Reason:**

**Ceased Participation Reason:**

**Comments:**

**IEP Amount Approved:**

**Revocation Reason:**

**TAA Return to work Part Time:**

**Qualifies Under 45 Day Extension:**

**Qualifies Under 60 Day Extension:**

**Qualifies Under Federal Good Cause Provision:**

**Qualifies Under Equitable Tolling:**

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.

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" (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 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). The "List Enrolled Services" link is highlighted with a red box. At the bottom right, there is an "Exit" section with links for Exit Summary, View Wages, and View TAA Costs.

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

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

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

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

Click **Add Additional Episode**.

**Menus**  
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**Case Notes**  
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**Universal Services**  
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**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 case note detailing the reason for the Vacation Break.

Click **Save and Return**.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left side, there is a blue navigation menu with the following items: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), "FAQs", and "I'm Done: Log Off". The main content area has a yellow background for an "Informational Message" stating: "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." Below the message is the "Add Case Note" form. The form includes the following fields: "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), and "Case Note" (Provided Case Management Service to participant.). A "Save and Return" button is located at the bottom of the form.

**WIOA Application:** No Entry.

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 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" (Add Local Service, List All Services), "FAQs", and "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, 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**.



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

**Universal Services**  
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**FAQs**  
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### Services

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

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

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Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	<a href="#">Career Planning (Case Management) - IDC</a>	Successful Completion	<a href="#">Sheila Sloan</a>

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Click **Add Additional Episode**.



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**Universal Services**  
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[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: 11/01/2021  
 Last Updated By: Sheila Sloan  
 Last Updated: 11/01/2021  
 Title: IDC  
 Service Level: Career Services  
 Activity: Career Planning (Case Management) **Same Day Service**  
 \*Grant:   
 Provider: \*[1537-00 Bradley University](#)  
 Start Date: 11/01/2021  
 End Date: 11/01/2021  
 Current Status: Successful Completion  
 Comments:

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 case note detailing the reason for the Vacation Break.

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red header contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists various options: '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 features an 'Informational Message' box with a yellow background, stating that a Case Note must be completed when an Additional Episode is added to a Same Day Service. Below this is the 'Add Case Note' form, which includes a 'Staff Name' field (Sheila Sloan) and a 'Program' dropdown menu (WIOA). The form also has fields for '\*Contact Date' (11/01/2021), '\*Note Category' (Case Note Supporting Same Day Service), '\*Confidential' (No), '\*Note Subject' (Case Management), and '\*Case Note' (11/1/21 Case Management for participant). A 'Save and Return' button is located at the bottom of the form.

Submit an **IEP Modification** for state merit staff approval.