POLICY MANUAL NUMBER	CHAPTER 1 GOVERNANCE	EFFECTIVE DATE OF POLICY	WIA POLICY NUMBER	WIA/WIOA NOTICE NUMBER
1.1	Designation and Redesignation of Local Workforce Innovation Areas and Planning Regions	4/23/15		14-WIOA-01
1.2	Chief Elected Official (CEO) Functions and Agreement Between Multiple Chief Elected Officials	12/4/15		
1.2.1	CEO Agreement for CEOs of Multiple Counties	12/4/15		
1.3	Chief Elected Official Delegation of Authority and Acknowledgment of Financial Liability	12/15/17		
1.3.1	CEO Acknowledgment and Designation Definition of Terms	12/15/17		
1.3.2	Designation of Local Grant Recipients, Subrecipients, and Fiscal Agents	12/15/17		
1.3.3	Chief Elected Official's Financial Liability	12/15/17		
1.3.4	CEO Acknowledgment and Designation, Grant Subrecipient, Fiscal Agent, and Entity Multiple Function Agreements	12/15/17		
1.4	Local Workforce Innovation Board (LWIB) Membership Requirements	12/4/15		
1.4.1	LWIB Composition	12/4/15		
1.4.2	LWIB Membership Terms	12/4/15		
1.4.3	LWIB Chairperson	12/4/15		
1.4.4	LWIB Standing Committees	12/4/15		
1.4.5	LWIB Multiple Units of Local Government	12/4/15		
1.4.6	LWIB Nomination	12/4/15		
1.4.7	LWIB Resignation or Removal	12/4/15		
1.4.8	LWIB Appointment and Reappointment	12/4/15		
1.4.9	LWIB Designation and Change of Chairperson	12/4/15		
1.4.10	LWIB Conflict of Interest	12/4/15		
1.5	Local Workforce Innovation Board (LWIB) Certification and Recertification Requirements	12/4/15		
1.5.1	LWIB Initial Certification	12/4/15		
1.5.2	LWIB Recertification	12/4/15		
1.5.3	LWIB Bylaw Compliance	12/4/15		
1.5.4	LWIB Decertification	12/4/15		
1.5.5	LWIB Appeal Process	12/4/15		
1.5.6	LWIB Other Requirements	12/4/15		
1.6	Local Workforce Innovation Board (LWIB) Functions and Staffing (Pending)	Reserved		
1.7	One-Stop Operator Procurement	12/15/17		
1.7.1	Role of the One-Stop Operator	12/15/17		
1.7.2	Eligible One-Stop Operator Entities	12/15/17		

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1.13	Service Integration	1/1/19		
1.13.1	Service Integration Service Integration Overview	1/1/19		
1.13.1.1	Service Integration Overview Service Integration Definition	1/1/19		
1.13.1.1	Service Integration Goals and Outcomes	1/1/19		
1.13.2.1	Service Integration Goals and Outcomes Service Integration Policy Goals and Outcomes	1/1/19		
1.13.2.1	Service Integration Policy Goals and Outcomes Service Integration Implementation	1/1/19		
POLICY	CHAPTER 2 – PLANNING	EFFECTIVE	WIA Policy	WIA/WIOA
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NUMBER		Policy	NOWBER	NOTICE NOWIDER
2.1	Regional and Local Planning Requirements	1/10/2020		
2.1.1	State of Illinois Workforce Vision and Principles	1/10/2020		
2.1.2	Program Coordination and Service Integration	1/10/2020		
2.1.3	Illinois Planning Regions	1/10/2020		
2.1.4	Regional and Local Plan Organization	1/10/2020		
2.1.5	Regional and Local Plan Review and Public	1/10/2020		
2.2.3	Comment	2, 10, 2020		
2.1.6	Regional and Local Plan Submittal	1/10/2020		
Policy	CHAPTER 3 – PERFORMANCE ACCOUNTABILITY AND	EFFECTIVE	WIA POLICY	WIA/WIOA
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3.1	Primary Indicators of Performance	11/3/21		
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	Exit			
3.1.2	Employment Rate – Fourth (4th) Quarter after	11/3/21		
	Exit			
3.1.3	Median Earnings – Second (2nd) Quarter after	11/3/21		
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3.1.4	Credential Attainment	11/3/21		
3.1.4.1	Recognized Postsecondary Credentials	11/3/21		
3.1.4.2	Secondary School Diploma or Recognized	11/3/21		
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3.1.5	Measurable Skill Gains	11/3/21		
3.1.5.1	Measurable Skill Gains – Additional Information	11/3/21		
3.1.6	Effectiveness in Serving Employers	11/3/21		
3.1.7	Supplemental Data	11/3/21		
3.1.8	Serving Individuals with Barriers to Employment	11/3/21		
3.2	Exclusions from Performance	11/3/21		
3.3	General Requirements for Program Exit	11/5/21		
3.3.1	Program Services Definition	11/5/21		
3.3.2	Program Exit Monitoring	11/5/21		
3.3.3	Co-Enrollment and Exit	11/5/21		
3.4	General Requirements for Negotiation of	08/16/22		20-NOT-01 CH 2
	Performance Goals			
3.5	Statistical Adjustment Model	08/16/22		
3.6	Assessing Performance	08/16/22		21-NOT-01 CH 1

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5.1.1.2 5.1.1.3 5.1.1.4 5.1.2 5.1.2.1	Written Local Policy Selective Service Compliance Requirements Selective Service Requirement Reporting Choices Required WIOA Approvals for Unemployment Insurance Recipients Notice of Selection for WIOA Training and Eligibility Workforce Innovation Board Approval of	8/19/21 8/19/21 3/15/22 3/15/22		
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5.1.1.2	Written Local Policy Selective Service			
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	Trade Customer Eligibility Criteria	5/29/12		
[111	Selective Service Guidelines	8/19/21		
5.1.1	Selective Service Registration Requirements	8/19/21		
5.1	General Eligibility Requirements	7/1/15		19-NOT-06
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Policy	CHAPTER 5 – PROGRAM ELIGIBILITY	EFFECTIVE	WIA POLICY	WIA/WIOA
4.3.2	Youth Program	6/18/2020		
4.3.1	Adult and Dislocated Workers Programs	6/18/2020		
4.3	Follow-up Services	6/18/2020		
4.2.7	Case Notes	12/1/21		
4.2.6	Service Documentation (Case Management)	12/1/21		
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4.2.5	Individual Employment Plan (IEP) and Individual	12/1/21		
4.2.4	Assessments	12/1/21		
4.2.3	Basic Skills Screening Tool	12/1/21		
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4.2.2	Application for Services and Eligibility	12/1/21		
4.2.1	Customer Engagement	12/1/21		
4.2	Career Planning	12/1/21		
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4.1.3	Required Career Services	3/15/22		
4.1.2	Required One-Stop Partner Requirements	3/15/22		
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Policy	Chapter 4 – Service Delivery	EFFECTIVE	WIA POLICY	WIA/WIOA
3.8.2	Performance Incentives Calculations	Reserved		
	Eligibility Requirements			
3.8.1	Performance Incentives Qualification and	Reserved		
3.8	Incentives for Performance	Reserved		19-NOT-07
2.0	Performance Sanctions Appeals	Reserved		
3.7.1	Performance Sanctions	Reserved		

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6.1.2	Youth Allocation	06/22/22		18-NOT-01, CH 4
6.1.1	Adult and Dislocated Worker Allocations	6/22/22		
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6.1	Annual Allocation and Modification Requirements of WIOA Formula Grant Funds	06/13/17		19-NOT-05 19-NOT-05 CH 1
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5.9.7	Remote Testing for Basic Skills Deficiency	12/14/21		
5.9.6	Career Planning System Entry for Basic Skills Deficiency	12/14/21		
5.9.5	Exceptions to Basic Skills Deficient Assessment Testing	7/1/21		
5.9.4	Assessment Process for Basic Skills Deficiency	12/14/21		
5.9.3	Basic Skills Screening Tool for Priority of Service	12/14/21		
5.9.2	Definition of Basic Skills Deficiency	7/1/21		
5.9.1	Assessments for Basic Skills Deficiency	7/1/21		
5.9	Basic Skills Deficiency Assessment Requirements	12/14/21		
5.8	Service Priorities for Individuals with Disabilities (Pending)	Reserved		
5.7.4	Veteran's Priority of Service Monitoring	7/6/10		
5.7.3	Spouses Veteran's Priority of Service in Local Plans	7/6/10		
5.7.2	Required Information for Veterans and Eligible	7/6/10		
5.7.1	Identification of Veterans and Eligible Spouses	7/6/10		
5.7	Veterans Priority of Service Requirements	7/6/10		08-NOT-38
5.6	Service Priorities	12/8/21		
5.5.1	Lower Living Standard Income Level (LLSIL)	7/27/07		21-NOT-04
5.5	Low-Income Individuals	7/1/15		
5.4.2	Eligibility Requirements for In-School Youth (ISY)	6/30/16		
5.4.1	Eligibility Requirements for Out-of-School Youth (OSY)	6/30/16		
5.4	General Youth Eligibility Requirements	7/1/15		
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6.2.4	Rapid Response (1E) Grant Modification Requests	3/14/22		
6.2.5	Rapid Response (1E) Grant Reporting Requirements	3/14/22		
6.2.6	Rapid Response (1E) Grant De-Obligation for Under-Expenditure of Funds	3/14/22		
6.2.7	Rapid Response (1E) Grant Performance Measures	3/14/22		
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Policy	CHAPTER 7 – PROGRAM SERVICES	EFFECTIVE	WIA POLICY	WIA/WIOA
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NUMBER		Policy		
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7.2.1	Individual Training Accounts (ITAs)	6/12/19		18-NOT-05 CH 2
7.2.1.1	Use of Training Contracts Instead of ITAs	6/12/19		
7.2.1.2	Programs of Demonstrated Effectiveness	6/12/19		
7.2.1.3	Limited Training Service Providers	6/12/19		
7.2.1.4	Local ITA Policy	6/12/19		22.1.2
7.2.2	Work-Based Learning	7/1/15		20-NOT-03
7.2.2.1	On-the-Job Training (OJT)	6/22/22		
7.2.2.1.1	OJT General Requirements	6/22/22		
7.2.2.1.2	OJT Employer Eligibility	6/22/22		
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7.2.2.3.8	IWT Programmatic Reporting	5/17/19	
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7.2.4	Class-Size Training	10/9/13	
7.2.5	Work Experience and Transitional Employment	10/9/13	20-NOT-03
7.3	Training Provider and Training Program Eligibility	7/1/2021	20-NOT-02
			20-NOT-02 CH 1
			20-NOT-08 CH 2
7.3.1	Registered Apprenticeship Programs	7/1/21	
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7.3.6	Denial or Revocation of Eligibility of Training	4/20/16	
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7.3.7	Notification and Appeal Procedures for Training	4/20/16	
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7.3.8	Reinstatement on the Training Provider	4/20/16	
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7.3.10	Monitoring and Oversight of Eligible Training	4/20/16	
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7.3.11	Enforcement of Eligible Training Provider	7/1/15	
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7.3.13	Adults and Dislocated Worker Contracts	Reserved	
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7.3.14	Youth Program Design and Required Elements	Reserved	
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7.3.16	Financial Reporting (Pending)	Reserved	
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7.4.1.2	NRP Eligibility	8/29/07	
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7.4.1.4	NRP Administration and Oversight	8/29/07	
7.4.1.5	NRP Fraud	8/29/07	
7.4.2	Poverty Guidelines for Determining Amounts of	7/27/07	21-NOT-05
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7.5	Youth Services and Competitive Procurement of	06/16/22		
7.5	Youth Providers	00/10/22		
7.5.1	Youth Program Vision and Design	06/16/22		
7.5.2	Youth Program Elements	06/16/22		
7.5.3	Determination to Directly Provide Youth Services	06/16/22		
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7.5.7	Criteria for Youth Service Provider Selection	06/16/22		
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8.1.3	Data Validation	8/19/09		
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8.2.2.1	Personal Information and Personally Identifiable	8/4/21		
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8.2.2.7	Monitoring of Protection of Personally	8/4/21		
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8.2.2.9	Failure to Comply with Protection of Personally	8/4/21	
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8.3.3	Reporting of Accrued Expenditures, Obligations	4/13/17	
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8.3.3.5	Grantee Eligibility for Incentive Funds	4/13/17	
8.3.3.6	Grantee Obligation Tracking System	4/13/17	
8.3.4	Administrative Costs (Pending)	Reserved	
8.3.5	Audits (Pending)	Reserved	
8.3.6	Property Control for Equipment Purchased with	9/1/20	
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8.3.7	Reporting	11/19/12	12-NOT-02
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8.3.7.2.3	Incident Reporting – Fact Finding	5/4/07	
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8.4	Training Expenditure Requirement	7/1/18	
8.4.1	Allowable Costs Towards Training Expenditure	7/1/18	
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8.4.3	Staff Costs	7/1/18	
8.4.4	Minimum Expenditure Level	7/1/18	
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8.4.6	Incentives for Meeting the Required Expenditure Level	7/1/18		
8.4.7	Enforcement of the Required Expenditure Level	5/28/20		
8.5	Complaint and Grievance Procedures (Nondiscrimination)	7/8/20		
8.5.1	Complaint and Grievance Procedures General Requirements	7/8/20		
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8.5.3	Complaint and Grievance Procedures Local	7/8/20		
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8.5.5	Complaint and Grievance Procedures State Requirements	7/8/20		
8.5.6	State Complaint/Grievance/Appeal Filing Procedures	7/8/20		
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8.6.1	MIS Policy (Pending)	Reserved		
8.6.2	High Speed Internet (Pending)	Reserved		
8.7	Assistance Listing Subaccounts	06/16/22		10-NOT-52 CH 7
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9.2.1	Dislocation Event Notification	4/29/21		
9.2.2	Initial IEBS Recording	4/29/21		
9.2.3	Completing Initial IEBS Entry	4/29/21		
9.2.4	Additional Data IEBS Entry Requirements	4/29/21		
9.2.5	Maintaining IEBS	4/29/21		

Policy	CHAPTER 10 – NONDISCRIMINATION PLAN	EFFECTIVE	WIA POLICY	WIA/WIOA
MANUAL		DATE OF	NUMBER	NOTICE NUMBER
NUMBER		POLICY		
10.1	Assurances - Sections 38.25 Through 38.27	2/15/19		
10.2	Equal Opportunity Officer - Section 38.28 Through 38.33	2/15/19		
10.2.1	Local Level EO Officers	2/15/19		
10.2.2	Publicizing EO Officer Information	2/15/19		
10.2.3	Resources	2/15/19		
10.2.4	State and Local EO Officer Training	2/15/19		
10.2.5	Overview of the Duties, Responsibilities and Organizational Location of IDES' EO Officer	2/15/19		
10.2.6	Job Description of IDES' EO Officer	2/15/19		
10.3	Notice and Communication - Section 38.34 Through 38.39	2/15/19		
10.3.1	Notification to Individuals with Disabilities	2/15/19		
10.3.2	Recruitment Notification and Communication	2/15/19		
10.3.3	Notification to Persons of Limited English Proficiency	2/15/19		
10.3.4	Orientation Notification	2/15/19		
10.3.5	Employment Discrimination Training	2/15/19		
10.3.6	Equal Opportunity (EO) Is the Law Notice	2/15/19		
10.4	Affirmative Outreach - Section 38.40	2/15/19		
10.4.1	Outreach and Recruitment	2/15/19		
10.4.2	Communication	2/15/19		
10.4.3	Assistive Technology and Auxiliary Aids (AT)	2/15/19		
10.5	Compliance with Section 504 29 CFR 38.14 - 38.24 And WIOA Section 188	2/15/19		
10.5.1	Equal Effective Participation	2/15/19		
10.5.2	State Laws Ban Discrimination	2/15/19		
10.5.3	Two Types of Accessibility	2/15/19		
10.5.4	Pre-employment or Pre-training Inquiries	2/15/19		
10.5.5	Reasonable Accommodation	2/15/19		
10.5.6	Service Animals	2/15/19		
10.5.7	Employment Related Provisions	2/15/19		
10.5.8	Confidentiality	2/15/19		
10.5.9	Integration	2/15/19		
10.6	Data and Information Collection and Maintenance - Section 38.41 Through 38.45	2/15/19		18-NOT-02
10.6.1	Data Categories	2/15/19		
10.6.2	Illinois Workforce Development System (IWDS)	2/15/19		
10.6.3	Data Confidentiality	2/15/19		
10.6.4	Complaint Logs	2/15/19		
10.7	Governor's Oversight Responsibilities - Section 38.51 and 38.53	2/15/19		

10.7.1	Local Workforce Areas	2/15/19		
10.7.2	Desk Reviews	2/15/19		
10.7.3	On-Site Reviews	2/15/19		
10.7.4	Local Monitoring	2/15/19		
10.7.5	Monitoring Corrective Action Letter	2/15/19		
10.7.6	Conducting Follow-Up	2/15/19		
10.8	Complaint Processing Procedures - Section 38.72 Through 38.73	2/15/19		
10.8.1	Recipients That Must Comply with Complaint Procedures	2/15/19		
10.8.2	Key Elements of the Complaint	2/15/19		
10.8.3	Jurisdiction	2/15/19		
10.8.4	Information Required for a Complaint	2/15/19		
10.8.5	Roles and Responsibilities	2/15/19		
10.8.6	Recordkeeping	2/15/19		
10.8.7	Alternative Dispute Resolution (ADR)	2/15/19		
10.8.8	Due Process	2/15/19		
10.8.9	Fact Finding/Investigation	2/15/19		
10.8.10	Notice of Final Action	2/15/19		
10.8.11	Retaliation	2/15/19		
10.9	Corrective Actions/Sanctions 29 CFR 38.90 Through 38.100	2/15/19		
10.9.1	Corrective Actions	2/15/19		
10.9.2	Technical Violation	2/15/19		
10.9.3	Whole Relief	2/15/19		
10.9.4	Violation Compensation	2/15/19		
10.9.5	Conciliation Agreements	2/15/19		
10.9.6	Sanctions	2/15/19		
Policy	CHAPTER 11 – TRADE ADJUSTMENT ASSISTANCE	E FFECTIVE	WIA POLICY	WIA/WIOA
Manual Number		DATE OF POLICY	Number	NOTICE NUMBER
11.1	General	4/14/22	21-TAA-01 21-TAA-02	08-NOT-37 CH 1