

## Overview

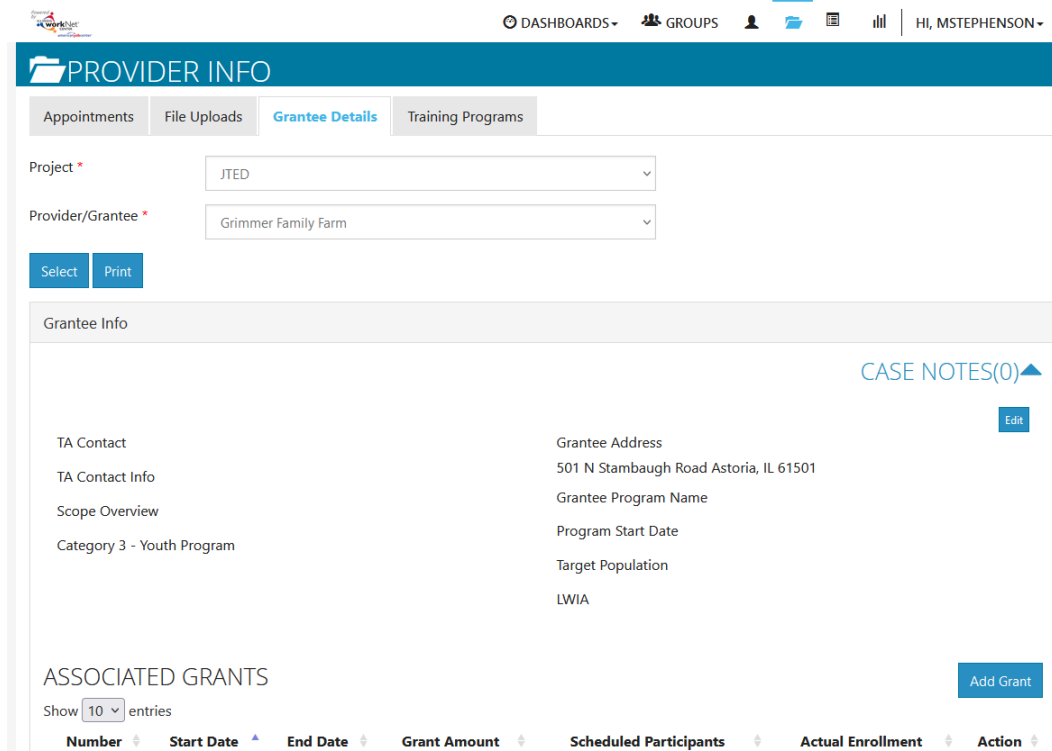
In Customer Groups, the agency has access to update and maintain Provider Information. The Grantee Details is a place to maintain current grant information, along with Training Program Information and Worksite Placement Information.

## Who Enters/Maintains Data

- **Grantee/Provider Staff** enters grant information, training program information, employers/worksite information, and services.
- **State Level Staff** enters initial grant information and approves training program/credentials entered in the system.

## Access Grantee Details

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard** and select **Customer Support Center/IWIS**.
3. Select **Provider Info (folder icon)** and then select **Grantee Details**.
4. Select **the Project**. If you are associated with multiple agencies/locations for the program, they will display as a list.
5. Select **the Provider**. If you are associated with multiple agencies/locations for the program, they will display as a list.
6. Click the **Select** Button.



The screenshot shows the 'PROVIDER INFO' section with tabs for 'Appointments', 'File Uploads', 'Grantee Details' (selected), and 'Training Programs'. Under 'Grantee Details', there are dropdown menus for 'Project' (selected: JTED) and 'Provider/Grantee' (selected: Grimmer Family Farm). Below these are 'Select' and 'Print' buttons. The main content area is titled 'Grantee Info' and contains a table with fields for TA Contact, TA Contact Info, Scope Overview, Category 3 - Youth Program, Grantee Address (501 N Stambaugh Road Astoria, IL 61501), Grantee Program Name, Program Start Date, Target Population, and LWIA. There is an 'Edit' button next to the table. Below the table is an 'ASSOCIATED GRANTS' section with a table showing columns: Number, Start Date, End Date, Grant Amount, Scheduled Participants, Actual Enrollment, and Action. The table currently shows 10 entries.

7. On the next screen that opens, click the **Edit** button.

8. The next open screen displays grant information that can be edited. The agency can edit the address, city, zip, Grantee Program Name, Program Start Date, Target Population, Scope of the Project Overview, and the associated Local Workforce Investment Area (LWIA). Upon completion of adding or editing information, click **Save**.

9. The agency can also access the ability to add or update Training Program information and Worksite Placement Information from the Grantee Details tab. Check other instructions on the program's partner resources page for either of these activities.

10. The agency can also access the ability to add or update services offered through this program with DCEO approval. Services for the JTED program have been prepopulated based on the category in the grant agreement. (See Services Section at the end of this document.)

11. Use the Case Note tool (located towards the top of this tab) to document a history of changes and/or to send email notices communicating Grantee Details changes with DCEO or other agency partners.

Grantee Info

Grantee Address: 4820 N. Broadway 3rd Floor Chicago, IL 60640

Grantee Program Name

Program Start Date

Target Population

Scope Overview

LWIA

Total Projected Enrollment: 0

**Edit**

Grantee Info

TA Contact

TA Contact Info

Scope Overview

Grantee Address

Address \*

4753 North Broadway, Suite #700

City \*

Chicago

ZIP Code \*

60640-4995

Grantee Program Name

Program Start Date

Target Population

Select

LWIA

**Cancel** **Save**

## TRAINING PROGRAMS

Show 10 entries

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Credential Institution
No data available in table						

Showing 1 to 1 of 1 entries

Previous 1 Next

## WORKSITES

Show 10 entries

Employer	Worksite	Job Title	Job Type	Wages	Total Openings	Full Time Positions Filled	Part Time Positions Filled	Length
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

ADD CASE NOTE

Contact Date

3/15/2019

Subject

Add your message

Send Case Note As:

As Illinois WorkNet Message

As Illinois WorkNet Message and Email

Save as case note without sending a message/email

Send Message/Email to:

Illinois WorkNet Team

Tammy Stone

Tyrah Scott

Don

Suhair

Robert

**Add Case Note**

**JTED Services**

	Category 1 – Adult Category 2 - Adult	Category 3 - Youth	Category 4 – Barrier Reduction Only
Support	Support Service Cost List (if in grant agreement)  Barrier Reduction Cost List (If in grant agreement)	Support Service Cost List (if in grant agreement)  Barrier Reduction Cost List (If in grant agreement)	Barrier Reduction Cost List
Training	OJT - Private Sector OJT - Public Sector Skill Upgrading and Retraining Entrepreneurial Skills Training Placed in Adult Secondary Education (ASE) Customized Training Occupational Skills Training Prerequisite Training Registered Apprenticeship Program (RAP) Other Non-Occupational Skills Training Non-Registered Apprenticeship Program Training Paid by Non-WIOA TITLE I Funds:	Occupational Skills Training YOUTH Skill Upgrading and Retraining Customized Training Prerequisite Training Registered Apprenticeship Program (RAP) Other Non-Occupational Skills Training Non-Registered Apprenticeship	N/A
Career	Initial Assessment of Skill Levels & Supportive Service Needs (STAFF Assisted) Job Search Activities and Assistance (STAFF Assisted) Referred to Employment/Placement Assistance (STAFF Assisted) Career Counseling/Guidance Services (STAFF Assisted)	Tutoring - Study Skills Training Instruction Alternative School/Dropout Recovery Services WBL - Paid WEX/Internship (Youth Limited to Summer Months) WBL - Unpaid WEX/Internship (Youth Limited to Summer Months)	N/A

UI Filing Information (STAFF Assisted)  Assistance Establishing Eligibility for Financial Aid (STAFF Assisted)  Comprehensive and Specialized Assessments  Group Workforce Research/Workshops/Job Clubs  Career Planning (Case Management)  Short-Term Prevocational Services (Job Readiness)  WBL - Paid WEX/Internship (Not Limited to Summer Months)  WBL - Unpaid WEX/Internship (Not limited to Summer Months)  WBL - Pre-Apprenticeship  WBL - Job Shadowing  WBL - Transitional Jobs  Workforce Preparation Activities  Financial Literacy Services  Out-of-Area Job Search/Relocation Assistance  English Language Education	WBL - Paid WEX/Internship (Not Limited to Summer Months)  WBL - Unpaid WEX/Internship (Not limited to Summer Months)  WBL - Pre-Apprenticeship  WBL - Job Shadowing  WBL - OJT - Private Sector (Youth)  WBL - OJT - Public Sector (Youth)  Employability Skills/Job Readiness Training (Youth WEX)  Concurrent Conceptual Training  Leadership Development  Adult Mentoring  Comprehensive Guidance and Counseling  Financial Literacy Services  YOUTH Entrepreneurial Skills Training  Labor Market Information (LMI)  Referred to Employment/ Placement Assistance (STAFF Assisted)  Vocational Exploration  Group Workforce Research/Workshops/Job Clubs  Prep Transition to Postsecondary Education
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The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

For more information, please refer to the footer at the bottom of any webpage at [illinoisworknet.com](http://illinoisworknet.com).