



Illinois SNAP Employment & Training System



System Training Session 4

Billing, Reporting & Staffing

Illinois Department of Human Resources working in conjunction with
Illinois workNet® sponsored by the Department of Commerce and Economic Opportunity
June 2022

ISETS

BILLING, REPORTING & STAFFING

Learning Objectives

- **Enter Information**
- **Create parts**
- **Attendance, Activities, Support**
- **Earnfare items**
- **4334 & 4333**
- **Submit and review**

ACCESS OPTIONS

Access ISETS from the partner page, partner dashboard or through group search in IWIS.

The image displays three overlapping screenshots from the ISETS website:

- Top Screenshot:** Shows the main navigation bar with the Illinois WorkNet Center and American Job Center logos. It includes a search icon, an 'Español' language option, and a 'Users' profile icon. Below the navigation bar is a blue header with the text 'ISETS PARTNER GUIDE'.
- Middle Screenshot:** Shows a search results page for 'GROUPS - SEARCH'. The search criteria are 'ISETS - Catholic'. The results list two entries: 'ISETS - Catholic Charities' and 'ISETS - Catholic Charities of the Arch of Chicago'. A 'Search' button is visible.
- Bottom Screenshot:** Shows a 'Partner Tools' dropdown menu. The menu items include: 'Customer Support Center/IWIS', 'ISETS', 'Illinois Employment Business System (IEBS)', 'Illinois Workforce Training System (IWTS)', and 'More Tools'. The ISETS logo and text 'ISETS Illinois SNAP Employment & Training System' are also visible.

ACCESS ISETS

Illinois SNAP Employment & Training System

- Complete SPCQ
- Submit
- Watch for email with Username and Password
- Log-in to ISETS

MULTIPLE GROUPS

- If you have access to multiple grant programs/groups, you may access the group from the Customer Support Center/IWIS icon as well.

The screenshot shows the top navigation bar with 'MENU', 'ILLINOIS workNet CENTER', and 'americanjobcenter' logos. Below the navigation bar, there are links for 'My Dashboard', 'Messages (177)', 'Bookmarks', 'Resumes', and 'Skills & Interests'. The main heading is 'ISETS PARTNER GUIDE'. A back arrow points to 'Back to Workforce & Education Partner Resources.' followed by the URL <https://illinoisworknet.com/isetspartners>. Below the URL, there is a paragraph of text: 'This guide is intended to be used by Workforce Partners participating in the Illinois SNAP Employment & Training System (ISETS). This site will be updated ongoing as the project progresses and materials are needed. If you send a request for assistance to info@illinoisworknet.com please include a reference to the ISETS program to enable easy routing of your help request.' Another paragraph states: 'Only partner accounts that have been granted access will see this program listed in their Customer list.' Below this, there is a home icon and the text 'ISETS Dashboards and Partner Tools'. At the bottom, there is a link for an infographic: 'Infographic: What you need to know about the 2021 Launch'. On the right side, there is a logo for 'ISETS Illinois SNAP Employment & Training System'.

The screenshot shows the 'Partner Tools' dashboard. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are two main sections: 'Personal Tools' and 'Partner Tools'. The 'Personal Tools' section includes icons for 'Dashboard', 'Profile', 'Password', 'Messages', 'Bookmarks', 'Assessments', 'Interests', 'Employment 101', 'Resumes', 'Disability Estimator', 'Career Plan Tools', 'Virtual Job Fair', and 'Attendance'. The 'Partner Tools' section includes icons for 'Customer Support Center/IWIS', 'ISETS', 'Illinois Employment Business System (EBS)', 'Incumbent Worker Tracking System (IWTS)', and 'More Tools'. A blue arrow points from the 'ISETS' icon in the 'Partner Tools' section to the 'ISETS Dashboards and Partner Tools' link in the previous screenshot.

PREVIOUS SESSIONS

Intake & Referral

- Search Customers
- Add Customers
- Assess Customers
- Refer Customers
- Enroll Customers ***
- Referral portion of Dashboard for Customers

Enrollment & Case Mgt.

- Enrolling a customer
- Add Activities and Services to a customer profile
- Track Attendance
- Track Supportive Services
- Document progress
- Ending an Activity

Employment & Retention

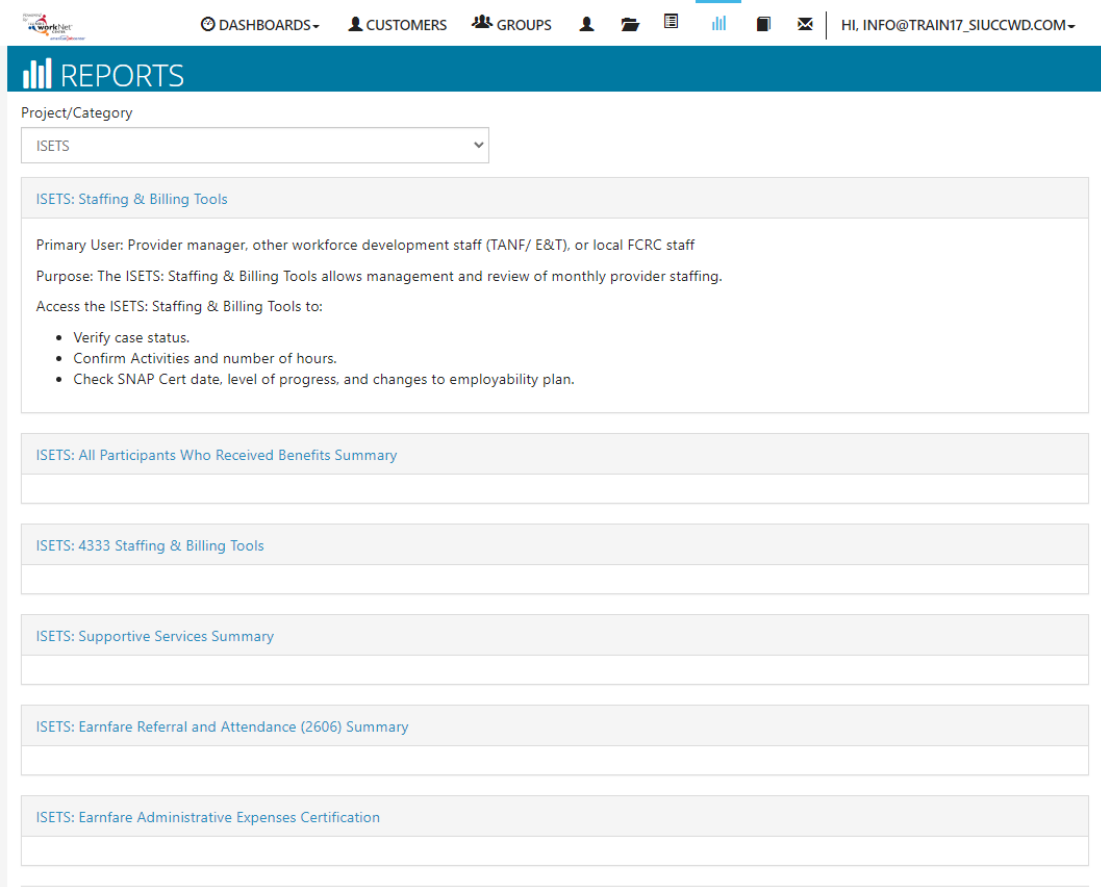
- Adding participant employment
- Attendance report
- Retention service
- Employment verification
- Customer status on overview

REPORTING

- Enter information
- Create the parts
- Complete the report

TIPS

- Start with the customer profile.



The screenshot shows the ISETS Reports interface. At the top, there is a navigation bar with icons for DASHBOARDS, CUSTOMERS, GROUPS, and other system functions. The main header is a blue bar with the word "REPORTS" and a bar chart icon. Below this, there is a dropdown menu for "Project/Category" currently set to "ISETS". The main content area lists several report categories, each with a brief description and a list of actions:

- ISETS: Staffing & Billing Tools**
 - Primary User: Provider manager, other workforce development staff (TANF/ E&T), or local FCRC staff
 - Purpose: The ISETS: Staffing & Billing Tools allows management and review of monthly provider staffing.
 - Access the ISETS: Staffing & Billing Tools to:
 - Verify case status.
 - Confirm Activities and number of hours.
 - Check SNAP Cert date, level of progress, and changes to employability plan.
- ISETS: All Participants Who Received Benefits Summary**
- ISETS: 4333 Staffing & Billing Tools**
- ISETS: Supportive Services Summary**
- ISETS: Earnfare Referral and Attendance (2606) Summary**
- ISETS: Earnfare Administrative Expenses Certification**

ENTER INFORMATION

- Add activity information
 - Attendance
 - Activities
 - Support Services

TIPS

- Make sure to update the customer case file throughout the month to make monthly reporting easier.

I ISETS OVERVIEW

Overview
Intake/Referral
IEP/Case Management
Customer Forms
Summary Tools

OVERVIEW

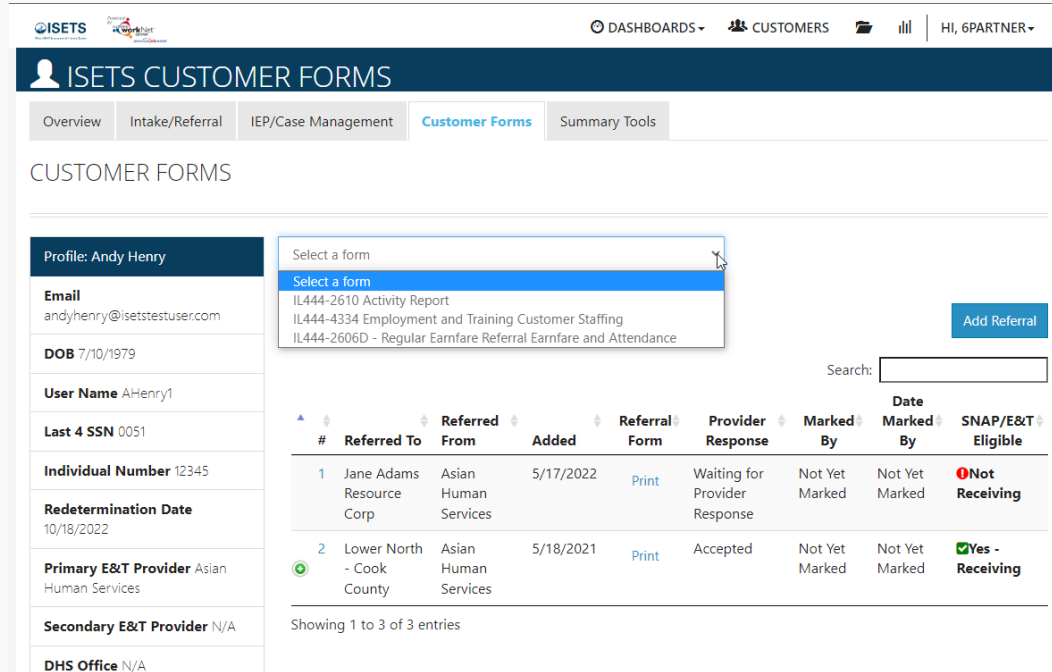
Profile: Alfred Franklin	Referrals
Email alfredfranklin@ncemail.com	Status
DOB 9/24/1974	<div style="display: flex; justify-content: space-between;"> <div> <p>✔ Redetermination Date: <input type="text" value="3/22/2023"/> <small>Link to: ABE - Manage My Case</small></p> <p>✔ E&T Status: <input type="text" value="Exited"/></p> <p>✔ Universal Assessment: <input type="text" value="Complete 11/10/2021"/></p> <p>⚠ Level of Progress: <input type="text" value="Select"/></p> <p>⚠ Employment Verification Status: <input type="text" value="Select"/></p> <p>⚠ SNAP Case Number: <input type="text"/></p> <p>⚠ SNAP Eligibility Status: <input type="text" value="Pending Application"/></p> <p>⚠ Individual Number: <input type="text"/></p> <p>✔ Benefit Status: <input type="text"/></p> <p>✔ Monthly Benefit Hours: <input type="text" value="0"/></p> </div> <div style="text-align: right;"> <p>Modified By: ISETS 5Partner (workNetID: 26819) Date Modified: 5/27/2022</p> <p>Modified By: Date Modified: 4/14/2022</p> </div> </div>
User Name AFranklin1	<div style="display: flex; justify-content: flex-end; gap: 10px;"> Save Sync from IES </div>
Last 4 SSN 2115	Attendance
Individual Number	Activities / Case Management
Redetermination Date 3/22/2023	Support Services
Primary E&T Provider Lower North - Cook County	
Secondary E&T Provider N/A	
DHS Office N/A	
Program Enrollment SNAP Job Placement	
See All	
Sync With IES Reset Password	
Participant Summary Tools	
Assessments	
Case Notes	

CREATE PARTS

- 2151
- 2606
- 2610
- 4333
- 4334
- Support Services Summary
- Summary Expenditure Documentation
- Earnfare Referral and Attendance Summary
- Earnfare Administrative Expenses Certification

TIPS

- Select the correct form for your program.



The screenshot shows the ISETS Customer Forms interface. At the top, there are navigation tabs: Overview, Intake/Referral, IEP/Case Management, **Customer Forms**, and Summary Tools. Below the tabs, the user profile for Andy Henry is displayed, including email, DOB, user name, SSN, individual number, redetermination date, and providers.

A dropdown menu is open, showing the following options:

- Select a form
- Select a form
- IL444-2610 Activity Report
- IL444-4334 Employment and Training Customer Staffing
- IL444-2606D - Regular Earnfare Referral Earnfare and Attendance

Below the dropdown is a search bar and an "Add Referral" button. The main table displays a list of referrals with the following columns: #, Referred To, Referred From, Added, Referral Form, Provider Response, Marked By, Date Marked By, and SNAP/E&T Eligible.

#	Referred To	Referred From	Added	Referral Form	Provider Response	Marked By	Date Marked By	SNAP/E&T Eligible
1	Jane Adams Resource Corp	Asian Human Services	5/17/2022	Print	Waiting for Provider Response	Not Yet Marked	Not Yet Marked	● Not Receiving
2	Lower North - Cook County	Asian Human Services	5/18/2021	Print	Accepted	Not Yet Marked	Not Yet Marked	✔ Yes - Receiving

Showing 1 to 3 of 3 entries

2606 & 2610

- Track Attendance for each service
- Customer Forms to create report

EDIT WEEKLY ATTENDANCE (WEEK OF 8/1/2021-8/7/2021)

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	Updated
Sunday 8/1/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Monday 8/2/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Tuesday 8/3/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Wednesday 8/4/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Thursday 8/5/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Friday 8/6/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Saturday 8/7/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a

Required Weekly Hours Actual Weekly Hours Attendance %

Attendance has been viewed.

EP/Case Management **Customer Forms** Summary Tools

Select a form

- Select a form
- IL444-2610 Activity Report
- IL444-4334 Employment and Training Customer Staffing
- IL444-2606D - Regular Earnfare Referral Earnfare and Attendance

TIPS

- Enter time daily or weekly
- Use attendance to track hours for 2606 or 2610

2606

- Fill in blanks
- Update hours if necessary
- Answer assignment questions

TIPS

- Enter time daily or weekly
- Use attendance to track hours for 2606 or 2610

Profile: Andy Henry

Email: andy.henry@isetstestuser.com

DOB: 7/10/1979

User Name: AHenry1

Last 4 SSN: 0051

Individual Number: 12345

Redetermination Date: 10/18/2022

Primary E&T Provider: Asian Human Services

Secondary E&T Provider: N/A

DHS Office: N/A

Program Enrollment: N/A

[See All](#)

[Sync Web IES](#) [Reset Password](#)

Select a form ▼

IL444-2606D - REGULAR EARNFARE REFERRAL EARNFARE AND ATTENDANCE

Reporting Month ▼

May ▼

SECTION I

Andy Henry Employer: [Update](#)
 3022 W. Lake St
 Chicago, IL 60612
 Last 4 SSN: Uber
 SNAP Case Number: 770770051
 Phone: 770-770-0511 Chicago, IL, 60618

SECTION II - REFERRAL

Report to on

SNAP Work-Off Hours + Cash Assistance Hours = 0

Work Schedule: Hours on the following days:

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Earnfare Caseworker:

Phone:

Fax:

SECTION III - DAILY SIGN IN/OUT

[Update](#)

NO RESULTS FOUND.

Does the organization have a paid lunch period? No ▼

Should the client be reassigned to this employer/location? No ▼

SECTION IV - PAYMENT VERIFICATION/CALCULATION

Total Hours Worked 0 - 0 SNAP Work-off Hours = 0 Earnfare Hours Worked
 Earfare Hours Worked 0 x 12 State Min Wage = \$0 Earnfare Case Assistance Issued.

DATE ISSUED

Total Hours Worked 0

[Save and complete later](#)

If you are the Earnfare Employer: [Sign as Earnfare Employer](#)

If you are not the Earnfare Employer, print the form and have the employer sign the document. Then upload the signed form.

[Print 2606 form](#) [Upload 2606 with Earnfare Employer Signature](#)

2610

- Update hours/activities if necessary

TIPS

- Enter time daily or weekly
- Using attendance to track hours for 2606 or 2610

Select a form: IL444-2610 - ACTIVITY REPORT

Profile: Andy Henry
Email: andy.henry@isetsuser.com
DOB: 7/30/1979
User Name: AHenry1
Last 4 SSN: 0051
Individual Number: 12345
Redetermination Date: 10/18/2022
Primary E&T Provider: Asian Human Services
Secondary E&T Provider: N/A
DHS Office: N/A
Program Enrollment: N/A
See All
See WAES | Reset Password

Participant Summary Tools
Assessments
Case Notes
Change in Activity
Services
Worknotes
Uploads

Instructions
URLs to Instructions
Case File Organizer Sheets

Customize Forms
Referrals
IL444-2610 Activity Report
IL444-434 Employment and Training Customer Staffing

IR - Job Readiness

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:51 PM	
8/3/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/4/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/5/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/6/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	

Showing 1 to 5 of 5 entries

VT - Vocational Training

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/3/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/4/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/5/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/6/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	

Showing 1 to 25 of 25 entries

IRS - Job Retention Services

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	9:00 AM			11:00 AM	2	ISETS 3manager - 11/22/2021 2:45:53 PM	
8/6/2021	9:00 AM			12:00 PM	3	ISETS 3manager - 11/22/2021 2:45:53 PM	

Showing 1 to 2 of 2 entries

Name of Organization: Asian Human Services
Authorized Contact:
Wpp10

Export/Print - IL444-2610 Activity Report

4334

- Section A: *Provider* - Review activities and recommend Progress status.
- Section B: *DHS* – Review and recommend case status.
- Section C: *Partner and DHS* Review and recommend final action for the month.
- Both DHS and provider sign digitally.

Profile: Andy Henry	Select a form
Email andy.henry@isetstestuser.com	IL444-4334 - EMPLOYMENT AND TRAINING CUSTOMER STAFFING
DOB 7/10/1979	Reporting Month * August
User Name AHenry1	Provider * Asian Human Services
Last 4 SSN 0051	
Individual Number 12345	
Redetermination Date 10/18/2022	
Primary E&T Provider Asian Human Services	
Secondary E&T Provider N/A	
DHS Office N/A	
Program Enrollment N/A	
See All	
<input type="button" value="Sync With IES"/> <input type="button" value="Reset Password"/>	
Participant Summary Tools	
Assessments	
Case Notes	
Change in Activity	
Services	
Worksites	
Uploads	
Instructions	
Link to instructions	
Case File Organizer Sheets	
Customer Forms	
Referrals	
IL444-2610 Activity Report	
IL444-4334 Employment and Training Customer Staffing	

Section A: Current Activities

This section is to be completed by the provider. If automatically populated fields need to be updated, update the customer's career plan and then refresh this page.

Work Activities/Assignments: JR - Job Readiness, VT - Vocational Training, JRS - Job Retention Services
 Worksite Name and Location:
 Start Date in Activities/Assignments: 6/1/2021
 Workdays/hours: 7/31/2022-8/6/2022 - 0 hours, 8/7/2022-8/13/2022 - 0 hours, 8/14/2022-8/20/2022 - 0 hours, 8/21/2022-8/27/2022 - 0 hours, 8/28/2022-9/3/2022 - 0 hours
 Additional Activities (Specify type, days, and hours): transportation, personal hygiene
 Customer Progress:

Section B: Case Status

This section is to be completed by the IDHS representative.

Remains Eligible for Participation
 Participants earned income budget eff. [Enter Date](#) - Eligible for job retention services from the provider.
 Case cancelled eff. [Enter Date](#) - Remain eligible for job retention services.
 Case canceled eff. [Enter Date](#) - Not eligible for services after this date.

Section C: Participant Plan Status Changes

This section is to be agreed upon by both the provider and IDHS representative.

Change work activities/assignments to [Add Description](#)
 Change work schedule to [Add Description](#)
 Remove from provider [Add Description](#)
 No changes requested at this time

Save and complete later

The representatives below certify that the information completed above is correct.

State Staff Representative:

Provider Representative:

SUPPORT SERVICES SUMMARY

- Verify dollar amounts are correct
- Click name to add/edit
- Mark to include in billing

ISETS: SUPPORTIVE SERVICES SUMMARY

[Back to Reports](#)

Provider *

Asian Human Services

Staffing Month

August

Program *

SNAP Job Placement

FCRC Office

Select

Customers

All Participants who received benefits



Filter

Show 10 entries

Approved by Billing	Include in Billing	Name	Case Number	Last 4 SSN	Month in Earnfare	Financial Assistance	Transp Issued	Clothing Allowance	Job Search	Initial Employ	State ID	Total
<input type="checkbox"/>	<input type="checkbox"/>	Andy Henry	770770051	0051	August	0	136.5	0	0	0	0	136.5
<input type="checkbox"/>	<input type="checkbox"/>	Fred Fines	900177177	1009	August	0	165	0	0	0	0	165
<input type="checkbox"/>	<input type="checkbox"/>	Cathy Crow	600177177	1006	August	0	25	0	0	0	0	25
<input type="checkbox"/>	<input type="checkbox"/>	Harri Burt	771771012	1012	August	0	140	100	0	0	0	240

EARNFARE REFERRAL & ATTENDANCE SUMMARY

- Verify activity
- Check box when complete

DASHBOARDS ▾
CUSTOMERS
📄
📊
HI, 6PARTNER ▾

📊 ISETS: EARNFARE REFERRAL AND ATTENDANCE (2606) SUMMARY

[Back to Reports](#)

Provider *

Program *

Staffing Month

FCRC Office

Filter

Show entries

Complete	Name	Case Number	Actual Hours Month	Community Workfare Hours	Earnfare Hours Worked	State Min Wage	Cash Assistance Issued	Month in Earnfare	2606 Form
<input type="checkbox"/>	Alexandre Dumas	660660101	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	Andrea Smola	105526710	46.5	31.5	15	12	\$180	1	5/5/2022
<input type="checkbox"/>	Ann Fleming	329197197	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	Cathy Crow	600177177	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	chikela crump	106340961	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	Ed Evans	800177177	0	0	0	12	\$0	0	Not Complete

EARNFARE ADMINISTRATIVE EXPENSES CERTIFICATION

- Complete the Certification Modal
- Check box when complete
- Billing approves

ADD CERTIFICATION MODAL

Month Ending
 May

% of the total staff time directed toward the Earnfare Program
 45

Total Administrative Expenses for the month
 1275

Signed as an authorized Representative:
 Enter your name the same as you would sign a document
 Mary Earnfare Representative

Enter your title
 Earnfare Coordinator

Certify Administrative Expense
Close

[DASHBOARDS](#) | [CUSTOMERS](#) | [HI, 6PARTNER](#)

ISETS: EARNFARE ADMINISTRATION EXPENSES CERTIFICATION

[Back to Reports](#)

Provider * Staffing Month
 Asian Human Services May

Program * FCRC Office
 Earnfare Select

Filter

Add Certification Form

Show 10 entries

Month Ended	% Total Staff Time	Total Administrative Expenses	Earnfare Administrative Expenses	Signed By	Certification Form	Approved by Billing
No data available in table						

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

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Show 10 entries

Month Ended	% Total Staff Time	Total Administrative Expenses	Earnfare Administrative Expenses	Signed By	Certification Form	Approved by Billing
May 2022	45%	+	\$1275	=	\$57375	Mary Earnfare Representative 6/8/2022 View/Print <input type="checkbox"/>

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

SET-UP 4333

- Verify totals are correct
- Click item to add/edit
- Mark if 4334 is to be included

ISETS: ALL PARTICIPANTS WHO RECEIVED BENEFITS SUMMARY

Back to Reports

Provider * Asian Human Services

Staffing Month May

Program * SNAP Job Placement

FCRC Office Select

Customers All Participants who received benefits

Filter

Show 10 entries

Name	Case Number SNAP Cert Date	Provider Activity	# Hours 2610	Support Services	Last update to IEP	Last Referral Date E&T Status Progress Level Employment Verification	Add 4334 If Required
Andy Henry	770770051		60	161.5	5/18/2021	6/1/2021 Active Acceptable Progress/Participation Verified Employment	<input type="checkbox"/> Not Required <input type="checkbox"/> Required
			0	165	9/30/2021	7/19/2021 Active Acceptable Progress/Participation Verified Employment	<input type="checkbox"/> Not Required <input type="checkbox"/> Required
			0	25	5/14/2021	5/18/2021 Active Acceptable Progress/Participation	<input type="checkbox"/> Not Required <input type="checkbox"/> Required

ISETS: 4333 STAFFING AND BILLING TOOLS

Back to Reports

Provider * Asian Human Services

Staffing Month August

Program * SNAP Job Placement

FCRC Office Select

Customers All Participants who received benefits

DOWNLOAD PERFORMANCE IMPROVEMENT PLAN FORM (WORD)

Filter

Show 10 entries

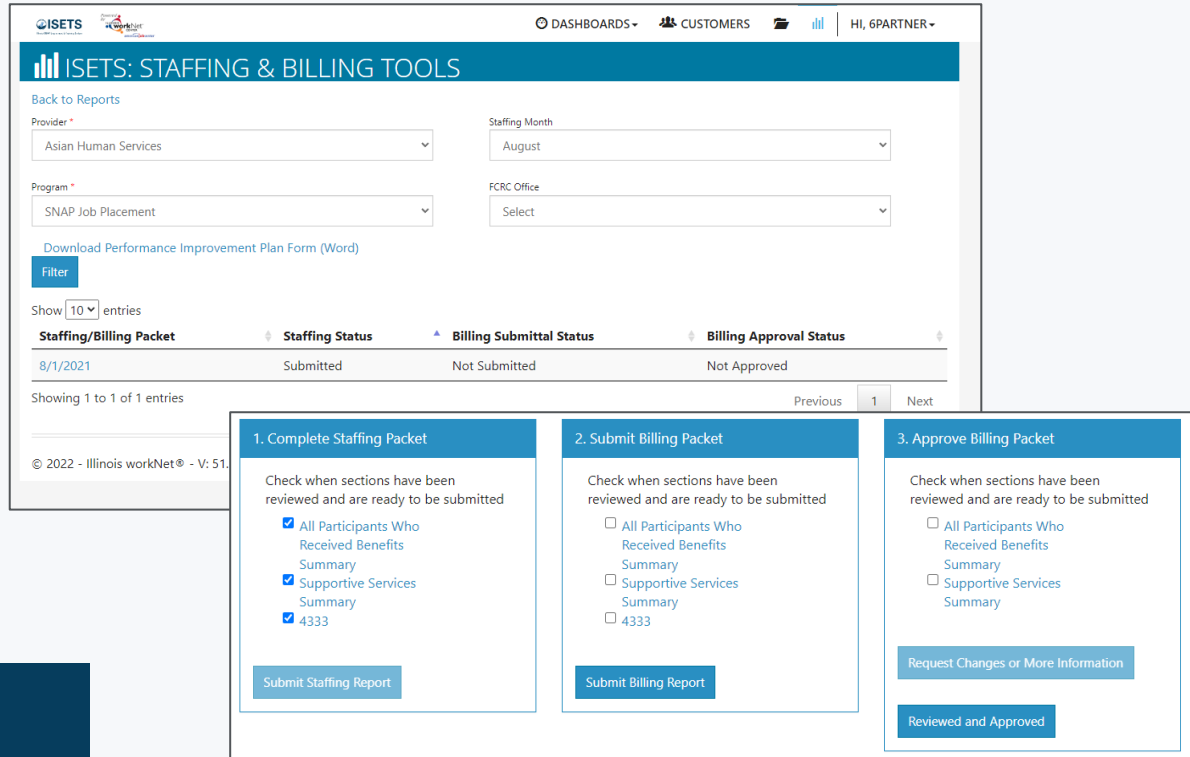
Name	Case Number	Provider Activity	Activity Start Date	Verified Activity in IES	SNAP Re-Cert Date	Employment Verification Status	Verification Signatures
Andy Henry	770770051		6/1/2021			Verified Employment	
Fred Fines	900177177		5/24/2021			Verified Employment	
Cathy Claw	600177177		8/2/2021			Verified Employment	
Harri Burt	771771012		9/7/2021			Verified Employment	
Marcus Blackmon	106769600		10/8/2021			Verified Employment	
Norchanta Cannon	771772115		10/15/2021			Verified Employment	

TIPS

- 4333 includes employment verification, recert date, and other items from the customer overview

ISETS STAFFING & BILLING TOOLS

- Select Parameters
- Click month packet
 1. Partner completes
 2. Provider Manager reviews and completes
 3. Billing Manager reviews and requests changes or approves



The screenshot shows the ISETS Staffing & Billing Tools interface. At the top, there are navigation links for DASHBOARDS, CUSTOMERS, and a user profile for HI, 6PARTNER. The main heading is "ISETS: STAFFING & BILLING TOOLS". Below this, there are filters for "Provider" (Asian Human Services), "Staffing Month" (August), "Program" (SNAP Job Placement), and "FCRC Office" (Select). A "Filter" button is present. Below the filters, there is a table with columns: "Staffing/Billing Packet", "Staffing Status", "Billing Submittal Status", and "Billing Approval Status". The table shows one entry for 8/1/2021 with statuses "Submitted", "Not Submitted", and "Not Approved". Below the table, there are three detailed steps for completion:

- 1. Complete Staffing Packet**
Check when sections have been reviewed and are ready to be submitted
 - All Participants Who Received Benefits Summary
 - Supportive Services Summary
 - 4333
 Submit Staffing Report
- 2. Submit Billing Packet**
Check when sections have been reviewed and are ready to be submitted
 - All Participants Who Received Benefits Summary
 - Supportive Services Summary
 - 4333
 Submit Billing Report
- 3. Approve Billing Packet**
Check when sections have been reviewed and are ready to be submitted
 - All Participants Who Received Benefits Summary
 - Supportive Services Summary
 Request Changes or More Information
 Reviewed and Approved

TIPS

- Paystub
- IDHS Employment verification forms
- The Work Number

RESOURCES

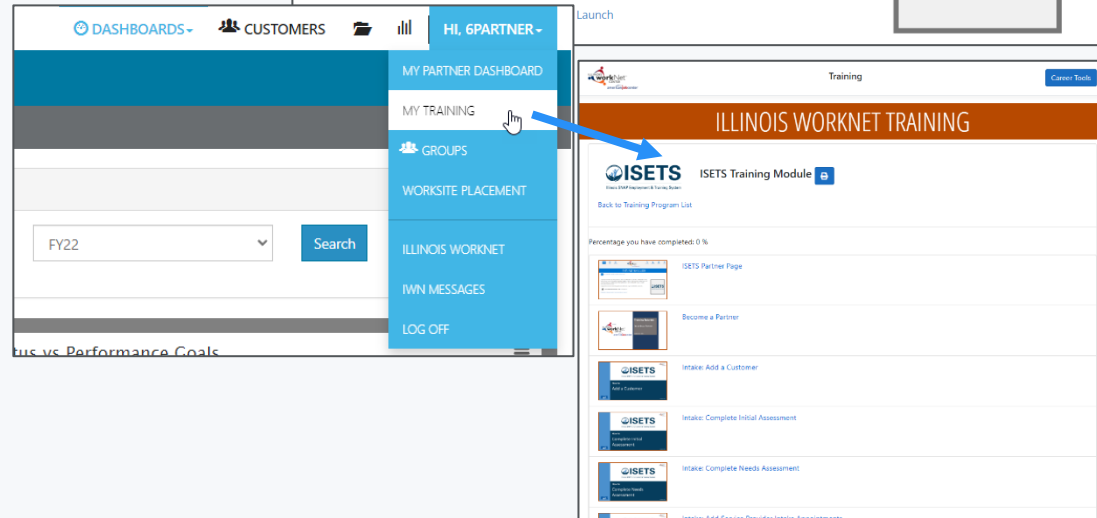
- Partner Page
 - <https://illinoisworknet.com/isetspartners>
- My Training
 - Access by log-in within ISETS

TIPS

- Partner guide has:
 - Instructions
 - System Updates
 - Recordings of TA sessions



The screenshot shows the ISETS Partner Guide page. At the top, there is a navigation bar with a menu icon, the Illinois WorkNet Center logo, and search, language, user, and share icons. Below this is a secondary navigation bar with links for My Dashboard, Messages (177), Bookmarks, Resumes, and Skills & Interests. The main heading is "ISETS PARTNER GUIDE". A back button is visible with the text "Back to Workforce & Education Partner Resources." The main content area contains introductory text: "This guide is intended to be used by Workforce Partners participating in the Illinois SNAP Employment & Training System (ISETS). This site will be updated ongoing as the project progresses and materials are needed. If you send a request for assistance to info@illinoisworknet.com please include a reference to the ISETS program to enable easy routing of your help request." Below this is a note: "Only partner accounts that have been granted access will see this program listed in their Customer list." At the bottom, there is a link for "ISETS Dashboards and Partner Tools" and a large ISETS logo on the right side.



The screenshot shows the ISETS Training Module page. At the top, there is a navigation bar with "DASHBOARDS -", "CUSTOMERS", and "HI, 6PARTNER -". Below this is a sidebar menu with options: MY PARTNER DASHBOARD, MY TRAINING (highlighted with a blue arrow), GROUPS, WORKSITE PLACEMENT, ILLINOIS WORKNET, IWN MESSAGES, and LOG OFF. The main content area has a header "ILLINOIS WORKNET TRAINING" and a sub-header "ISETS Training Module". Below this is a "Back to Training Program List" link and a section titled "Percentage you have completed: 0%". The main content area lists several training modules with icons and titles: "ISETS Partner Page", "Become a Partner", "Intake Add a Customer", "Intake Complete Initial Assessment", and "Intake Complete Needs Assessment".

THANKS




Illinois SNAP Employment & Training System



ISETS System Training

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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 www.illinoisworknet.com.