



## 5% Eligibility Allowance on the Career Planner Page

### IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



#### Purpose

How to request and review the provisions for 5% additional assistance.

#### Audience

This document is designed to guide Career Planners, Intake Staff, Data Stewards, and Front-Line Staff working on ISY & OSY

---

#### Access Customer Record

- From the Home Screen <https://iwds2.dceo.illinois.gov/>
- In the main menu, click **Customers**
- Select the **Customer** link from the list
- Select Career Planner in the left menu

The 5% allowance questions live on the **Career Planner** page of the application and act as last-resort eligibility options. They display only when no other applicable eligibility criteria have been met.

There are two separate 5% provisions: the low-income exception and the **ISY – In School Youth** additional assistance limitation (this does not apply to **OSY – Out of School Youth**):

- **5% Needs Additional Assistance** – for customers who have no other qualifying barrier but meets the locally defined additional assistance criterion such as factors making it hard to reach their education or job goals. It displays differently for ISY and OSY customers.
- **5% Low Income** – for customers who don't meet the low-income requirement. It can apply to ISY and OSY, but is most common for ISY because low income is a core eligibility factor for that population. For OSY, it applies only in certain eligibility scenarios.

Both follow the same pattern: staff request the allowance with a Yes/No question, and a Data Steward approves or denies it with a second Yes/No question that only Data Stewards can see.

Go to the end of the document for Who Sees What and Trouble Shooting tips.

#### [IWDS 2.0 Site](#)



## 5% Eligibility Allowance on the Career Planner Page

### IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

#### ISY: request the 5% Needs Additional Assistance Allowance

- For Career Planners, Intake Staff and Front-Line Staff working on ISY Applications.
- Answer the Basic Skills Deficient and English Language Learner questions as usual. If the customer doesn't meet those criteria, a blue notice says so. Explicitly require review of **all other ISY barriers** before using additional assistance as the sole barrier. The attached policy also lists offender status, homelessness/foster care/runaway status, pregnancy/parenting, and disability.

- At **There may be other reasons you could qualify for the program...**, select **Yes** if the customer identified other factors making it hard to reach their education or job goals.
- Read the blue notice that appears. It confirms the customer doesn't meet the barrier eligibility requirement but identified a need for additional assistance. Discuss with the customer and review your local policy before continuing.
- At **Would you like to request enrollment for this youth using the 5% allowance for individuals who need additional assistance?**, select **Yes** to request the allowance or **No** to decline.

#### IWDS 2.0 Site



## 5% Eligibility Allowance on the Career Planner Page

### IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

- If the customer is eligible only through the 5% allowance, the request goes to a Data Steward for approval. You won't see the approval question; see *Data Steward: Approve or deny a 5% request* below.

### OSY: Answer the Needs Additional Assistance question

The ISY 5% additional-assistance limitation does not apply to OSY. An OSY qualifying through this category must meet the applicable low-income requirement or receive an approved low-income exception.

For Career Planners, Front Line Staff and Data Stewards working an OSY application.

- Open the customer's application and select **Career Planner** in the left menu.
- Answer the Basic Skills Deficient and English Language Learner questions as usual.
- At **There may be other reasons you could qualify for the program...**, select **Yes** if the customer identified other factors making it hard to reach their education or job goals.
- Read the blue notice that appears, discuss with the customer, and review your local policy.
- At **Does the customer meet the requirements for individuals who need additional assistance?**, select **Yes** or **No**.

OSY customers do not see the ISY-style 5% request and approval questions for Needs Additional Assistance.

### IWDS 2.0 Site



## 5% Eligibility Allowance on the Career Planner Page

### IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

#### Request the 5% Low Income allowance

*Use this exception only when the youth otherwise meets all applicable eligibility requirements but does not meet the low-income requirement.*

For Career Planners, Intake Staff and Front Line Staff. Most common for ISY; for OSY it appears only in certain eligibility scenarios.

- Open the customer's application and select **Career Planner** in the left menu.
- If the customer doesn't meet the low-income requirement and no other eligibility criteria apply, the low-income 5% question appears near the top of the page.
- At **Would you like to request enrollment for this youth using the 5% allowance for individuals who do not meet the low-income requirement?**, select **Yes** to request the allowance or **No** to decline.
- The request goes to a Data Steward for approval. You won't see the approval question.
- Continue with the remaining Career Planner questions, starting with the Basic Skills Deficient section.

#### IWDS 2.0 Site



## 5% Eligibility Allowance on the Career Planner Page

### IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

#### Data Steward: Approve or deny a 5% request

Only Data Stewards see the approval questions.

- Open the customer's application and select **Career Planner** in the left menu.
- Find the staff request question, answered **Yes**:
  - Needs Additional Assistance (ISY): near the bottom of the page, after the barrier eligibility notice.
  - Low Income: near the top of the page, before the Basic Skills Deficient section.
- Review the application and the customer's circumstances, other eligibility requirements, supporting documentation, the applicable local definition, and the **correct local-area program-year calculation**, against your local policy.
- Answer the approval question directly below the request:
  - **Do you approve the request to enroll this youth under the 5% allowance for individuals who need additional assistance?**
  - **Do you approve the request to enroll this youth under the 5% allowance for individuals who do not meet the low-income requirement?**
- Select **Yes** to approve or **No** to deny.

#### IWDS 2.0 Site



## 5% Eligibility Allowance on the Career Planner Page

### IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

#### Who sees what

| Question                                                                                                                               | Customer type               | Career Planner / Intake / Front Line Staff | Data Steward     |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------|------------------|
| Would you like to request enrollment for this youth using the 5% allowance for individuals who need additional assistance?             | ISY                         | Sees and answers                           | Sees             |
| Do you approve the request to enroll this youth under the 5% allowance for individuals who need additional assistance?                 | ISY                         | Hidden                                     | Sees and answers |
| Does the customer meet the requirements for individuals who need additional assistance?                                                | OSY                         | Sees and answers                           | Sees and answers |
| Would you like to request enrollment for this youth using the 5% allowance for individuals who do not meet the low-income requirement? | ISY (most common), some OSY | Sees and answers                           | Sees             |
| Do you approve the request to enroll this youth under the 5% allowance for individuals who do not meet the low-income requirement?     | ISY (most common), some OSY | Hidden                                     | Sees and answers |

#### Tips and troubleshooting

- **I don't see a 5% question.** The customer likely meets another eligibility criterion. The 5% questions display only as a last resort.
- **I don't see the approval question.** Only Data Stewards can see it. Contact your Data Steward to review the request.
- **The Career Planner step shows a warning icon.** Check for unanswered required questions (marked with a red asterisk), including the 5% request question.
- **Where can I learn more?** [Link Training Resources Page](#) Find the full set of instructions on this page.

For ISY, the additional-assistance barrier should be reported only when it is the youth's **sole eligibility barrier**. DOL specifically addresses this in TEGl 09-22, section 4.j. [dol.gov](http://dol.gov)

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

#### IWDS 2.0 Site

