

JTED Round 3

New Grantee FAQ

Quick answers for getting started with the Job Training and Economic Development Program

Start here: Before enrolling participants, make sure your team understands the approved PIP and budget, has Illinois workNet access, knows who will handle participant records, and knows when to contact DCEO. When in doubt, ask before making a change or spending funds.

BEFORE YOU ENROLL YOUR FIRST PARTICIPANT

- Confirm your approved PIP, participant targets, training activities and budget.
- Make sure the staff who will enter participant information have Illinois workNet access.
- Confirm your training program/provider information is ready in Illinois workNet.
- Set a clear internal process for eligibility documentation, case notes and participant files.
- Know who on your team owns case management, data entry and fiscal/GRS tasks.

ILLINOIS WORKNET & PARTICIPANT RECORDS

1. Do we have to use Illinois workNet?

Yes. Illinois workNet (IWN) is required for JTED. Your organization may also use its own internal system, but required JTED participant information must still be entered in IWN.

2. Does every participant need an Illinois workNet account?

Yes. Each JTED participant needs an Illinois workNet account/participant record so enrollment, services and progress can be documented.

3. How do we add a participant?

Use the JTED process in Illinois workNet. DCEO has instructions for adding participants and will continue walking through the process during technical assistance.

4. Can we use our own intake or application form?

You may use an internal form for your own operations, but it does not replace any required Illinois workNet or JTED process. If you are unsure whether a form is required, send it to DCEO and confirm before substituting your own version.

PARTICIPANT CONTACT, ELIGIBILITY & DOCUMENTATION

5. How often should we work with participants?

Participant contact should be regular, meaningful and based on the participant's needs and progress. DCEO will provide any specific cadence requirements through JTED guidance and TA. Document meaningful contacts in the participant record.

6. How often should the Career Plan/IEMP be updated?

Keep the plan current so it reflects the participant's goals, services, training, progress, barriers and next steps. DCEO will confirm any specific required update frequency through JTED guidance and TA.

7. What should a strong case note include?

A case note should make it easy to understand what happened, why a service was provided, the participant's progress or barrier, what staff did, and what happens next. Keep notes clear, timely and connected to the participant's plan.

8. What should be in the participant file?

Keep documentation that supports eligibility, the application/intake process, career planning, case notes, training and services, supportive services, credentials/employment outcomes, and any other required JTED records. Build the file correctly from Day 1 rather than recreating it later.

9. What if we are unsure whether someone is eligible?

Stop and ask DCEO before enrolling the person or providing grant-funded services. Do not guess on eligibility or required documentation.

PIP, BUDGET & SPENDING

10. Can we change something in our approved PIP?

Do not make a program change on your own. If you want to change participant targets, training activities, partners, timelines or another approved element, contact DCEO first. Reducing approved participant numbers may also affect the budget.

11. Do we need permission before spending grant funds?

For purchases of \$10,000 or more, follow the DCEO approval/process identified by your grant manager. For any cost that is unclear, send DCEO the item, estimated amount, purpose and where it fits in the approved budget before spending.

12. What supportive services can we provide?

JTED TA will cover allowable supportive services and documentation. Examples discussed for Round 3 include transportation, childcare, technology and emergency assistance. The participant need and the reason for the support should be documented.

PERFORMANCE, REPORTING & MONITORING

13. What outcomes is JTED tracking?

JTED performance includes areas such as enrollment, training progress, Measurable Skill Gains (MSGs), credentials, employment, retention and follow-up. DCEO will cover the definitions and documentation needed through TA.

14. What is GRS used for?

GRS is DCEO's Grant Reporting System. Grantees will use it for grant financial activity, including reporting costs and requesting cash. TA will cover cash requests, supporting documentation, budget modifications and common mistakes.

15. When should we start preparing for monitoring?

From the beginning. Keep participant, program and fiscal documentation organized as the work happens. Monitoring should confirm the records you are already maintaining, not trigger a last-minute file rebuild.

COMMUNICATIONS & SUPPORT

16. Can we publicly announce our JTED award?

Wait until DCEO provides clearance before publicly announcing the award. You can prepare outreach and recruitment materials while you wait, but do not release an award announcement until DCEO gives the go-ahead.

17. What if our question is specific to our organization?

Ask it. Some questions depend on your approved PIP, budget or program design. Use TA calls, Q&A and office hours to bring forward questions early so DCEO can help before an issue grows.

CONTACT DCEO BEFORE YOU...

- Change an approved PIP activity, participant target, training model or partner role.
- Make a purchase of \$10,000 or more or spend funds when allowability is unclear.
- Enroll someone when eligibility or required documentation is uncertain.
- Replace a required JTED/Illinois workNet form or process with an internal version.
- Publicly announce the JTED award before DCEO clearance.

The key for new grantees: Get the basics right early — eligibility, Illinois workNet, participant files, case notes, approved program commitments, fiscal processes and performance. If something is unclear, ask DCEO before guessing.