



Corporation									
National Able Network					2		1	4	3/5/0
North Lawndale Employment Network							1	1	0/0/0
OAI, Inc.								2	2/11/4
Phalanx Family Services		1						1	0/12/1
Rock River Training Corp.,									0/0/41
Southland Health Care Forum							3	1	0/0/0
Springfield Urban League				1	2		2	4	
Tri-County Urban League					1		3	1	
Two Rivers Regional Council									

### Program Closeout Timeline

- We are closing out programs that are over 12 weeks long this week. We will continue to close out programs on a weekly basis based on the length of the program. Once a training program has been closed it will no longer display on the progress page as a training program in which to enroll new customers.
- If customers are still working on finding employment after June 30, 2018 Tammy will work with those CBOs to extend pre-employment only EPIC services for those customers.
- Timeline for customers:
  - minimum of a week for scheduling
  - minimum of a week for engagement/enrollment,
  - training time (based on identified timeframe)
  - a month for job placement.
  - Retention can carry on through the close-out of the grant.
- Link to Timeline:
  - [https://www.illinoisworknet.com/partners/EPIC/Documents/EPICTrainingProgramCloseOutTimeline\\_Final.pdf](https://www.illinoisworknet.com/partners/EPIC/Documents/EPICTrainingProgramCloseOutTimeline_Final.pdf)

### CBO Contact Information

- CBOs were asked to review the CBO contact List that is on the EPIC Restricted Resources page to ensure the contact information listed for their location is correct. If contact information needs updated, please email Olivia and/or Dee.

#### Completion Dates

- When a customer is exited as being Employed the completion date must be the date the customer became employed, NOT the date they completed their 90-day retention. The system uses the completion date to count the 90-day retention for you.

#### Grant Modification

- Tammy will work one on one with CBOs who need to modify their grants, all grant modifications will be wrapped up before March 30<sup>th</sup>.
- We currently have a modification submitted to FNS to increase specific line items (e.g., career navigation & admin)

#### Case Note Webinar

- Dee did a Case Note webinar 2-14-18 for the Youth Apprenticeship program. To access these resources, click the links below.
  - Webinar Recording: <https://www.youtube.com/watch?v=3JhXfTAFBeA>

#### Updates

- Staffing Tool Enhancements
  - If the 'Is a Staffing Packet Needed' check box is unchecked it will remain unchecked each month until you return and check it.
  - Filters have been added so you can filter down to see customers in a specific status.
  - CBOs can now select documents that been uploaded into the customers ISTEP (e.g., copy of credential).
- Eligibility Status
  - An eligibility status of 'SNAP Eligible, No longer EPIC eligible due to moving to traditional SNAP Program' has been added to the list of statuses to which DHS can mark the customer.
    - Customers who are marked with this status should be exited as "Did Not Complete" – "Dropped out of Program."