

## EPIC CBO TA Webinar 5/10/17

Below is a summary of the CBO webinar. You can watch the full recording of any CBO weekly TA webinar here: <https://www.illinoisworknet.com/partners/EPIC/Pages/ArchivedTraining.aspx>

### Agenda

- Dashboard
  - Enrolled – covered timing on 2151A submission
  - ISTEP – covered necessity of adding target pathway and occupation to open ISTEP for each enrolled customer
- Upcoming CBO Training
  - Springfield in-person for Region 2-5 CBO's May 31 9:30-3:30 – Illinois workNet computer lab.
  - Contact Dee Reinhardt at [dreinhardt@illinoisworknet.com](mailto:dreinhardt@illinoisworknet.com) to confirm your attendance.
- Employment Verification
  - We are no longer sending conciliation notices to customers who do not provide employment verification. If you are not able to obtain paystubs, use the DHS Employment verification 3085, your own agency verification form, or [theworknumber.com](http://theworknumber.com). If you have no results from those methods, add a case note and send as an email and message and DHS will verify employment.
- Supportive services
  - Supportive services may be provided during the 90 follow-up period even if the customer is marked as ineligible due to wages. The supportive service cap has been raised to \$1000 per customer. Please contact Tammy Stone if you have not received verification of that at your agency.
- Filling out the 2151A
  - DHS no longer will accept 2151A from EPIC for Job Search only as an activity option on the monthly status update for DHS staffings. Please use a combination of Job Search/Readiness and Job Readiness SNAP E&T, or other items such as Work Experience, Community Work, or any training option.
- Staffing Tool Walk through
  - The staffing tool is live and able to be used for monthly staffings effective May 8, 2017. The directions are here: <https://www.illinoisworknet.com/partners/EPIC/Documents/Staffing%20Reports%20and%20Documents.pdf>
  - A YouTube video is here: <https://youtu.be/xNNhhOYDcxc> We also demonstrated in this webinar and can be found beginning around 19 minutes into the webinar.