

EPIC CBO TA Webinar (01-16-2019)

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>

CBO Staff on the Call

A Safe Haven	1	Inspiration Corporation	1	North Lawndale Emp. Network	1
Albany Park Community Center	1	Instituto for Latino Progress	0	OAI, Inc.	0
Asian Human Services	2	Jane Addams Resource Corp.	0	Phalanx Family Services	0
Catholic Charities	1	Lessie Bates DNH	1	Springfield Urban League	1
Central State SER	0	Man-Tra-Con Corporation	1	Tri-County Urban League	3
Homework Hangout	1	National Able Network	3	Two Rivers Regional Council	1

Webinar Platform

Illinois workNet moved from AdobeConnect to Zoom as the primary webinar platform. Updated calendar invites were sent through the end of February for scheduled webinars.

Webinar Link: <https://zoom.us/j/175095363>

Call-In Number: 1-408-638-0986

Meeting ID: 175 095 363

Dashboard Numbers

CBOs, whom have customers in any of the following rows, must have them resolved and out of the row by January 23, 2019.

Agency as of 7 A.M. 01-16-2019	Application Not Started	2151 Past Due	Enrollment Required	2151A Past Due	Completion Status	SNAP Ineligible
A Safe Haven	14 Pend.					2
Albany Park Community Center	5		4	1	1	8
Asian Human Services	1 Pend.			1	1	6
Catholic Charities						1
Central State SER	2 Pend. 7 Past		3		4	
Homework Hangout						
Inspiration Corporation				2		1
Instituto for Latino Progress						3
Jane Addams Resource Corp	3	1	2	2		2
Lessie Bates DNH					6	
Man-Tra-Con Corporation					4	1
National Able Network				1		2
North Lawndale Emp. Network	11		4			2
OAI, Inc.	1 Pend. 1 Past			1		2
Phalanx Family Services			7		2	10
Springfield Urban League	5		2	12	4	1
Tri-County Urban League	1		1		4	1
Two Rivers Regional Council	2 Pend.					

Customers, who have not returned after an initial appointment to complete the application need to have a Case Note added to explain why the customer didn't show up after the initial appointment; then upload a 2151 with No Contact. Once the customer is marked as No Contact, the enrollment pending will go away.

Data Review Visits

Dee and Olivia are completing follow-ups with agencies from the data validation visits. Please keep track of your Performance Benchmarks. If you have questions, you may contact Dee or Tammy.

Closing Out the Grant

1. Final 2151a for each active customer is due by March 5, 2019. A March staffing, with any customers who were active in February, will be required.
2. Complete all customers in EPIC with:
 1. Completed – Employed 30+ or -
 2. Completed – Higher Education or Military
 3. Did Not Complete – End of Grant Program (*we can have Jonathan add this as an option*)
 4. Did Not Complete – One of the other reasons
3. Ensure all ISTEP's are completed with Successful or Unsuccessful – No Open Steps.
4. Actions taken to ensure there are no customers in yellow rows on the Enrolled Dashboard.
5. Supportive services can be provided to active customers through February 28, 2019.
6. If a customer is co-enrolled with WIOA, add a Case Note to the customer's profile regarding that and ensure the customer is marked as Completed/Continuing with Higher Education.
7. Customers, who are not employed and are not moving forward with education or military, will be re-aligned by DHS with traditional SNAP E&T providers. If your agency is a traditional provider, they could potentially remain in your case load.

Questions asked about the close-out with responses:

- If the CBO cannot order any more supportive services (since the grant is ending), can DHS offer transportation to those in job search? *How do customers receive it? As long as, a customer is aligned with a CBO, DHS cannot provide supportive services to customers until after February 28, 2019 at which point the customer will be realigned with a traditional SNAP E&T provider if they are not co-enrolled with WIOA. If the customer is co-enrolled with WIOA, all allowable services would be provided through that funding stream.*
- Will customers in job search be transferred to another DHS job search program? *Customers who are in job search only will be returned/aligned with a traditional SNAP E&T.*
- Will customers in training be allowed to stay with the CBO if they are enrolled in WIOA? *Yes, because they are enrolled with WIOA. DHS will have to be notified that they are co-enrolled.*

Quarterly Reports Due

The Periodic Performance Report (PPR), Periodic Financial Report (PFR) and Trial Balance (TB) are due to Tammy Stone by the close of business on January 30, 2019. A reminder was emailed today. Please follow the naming conventions for submittal of these files. Remind your fiscal staff that ALL cost through December must be submitted in the GRS by the 20th of this month. There will be two reports remaining: PPR/PFR/TB all due 04/01/2019 and the Final PPR/PFR/TB (Closeout) are due 04/29/2019.

Grant Modifications

If any grantees need to modify their grant to move funds into direct client service line items, this must be done ASAP. There is a 10% flex on all line items except Admin costs.

Performance and Expenditure Reconciliation

The Performance and Expenditure Reconciliation form will be sent to you this week. The information comes from the Benchmark Report in Illinois workNet and cost reported on the GRS. Please review the total served number and let Tammy know if you have any discrepancies.

Cost Data Workbooks

The following agencies have not submitted their Round 10 Cost Data Workbooks that were due by December 2nd. Please submit these by close of business on Friday, January 18th: *Lessie Bates, North Lawndale, Springfield Urban League*