

## Illinois Department of Human Services Form User Guide

Form	Initiated By	Description of Form	Frequency of Use	Location
1721	DHS > Customer	This is the "Instructions To Client" form and is used by DHS to invite participants to the initial EPIC orientation and to schedule for follow-up appointments.	Initial orientation & as needed	Intake Activities tab
2151	DHS > CBO DHS > Customer	This is the "Referral" form that is used by DHS to document the participants assignment to the CBO. This form is completed and uploaded in the Intake section of the Progress page with any accompanying documentation needed for the participant.	Referral to CBO	Assignment tab Progress Page
2151A	CBO > EPIC/DHS	This is the "Change Progress Report" that is completed by the CBO and provided to DHS monthly for "Regular Staffing" meetings. It is also submitted when there is a change in the participant's status. <i>Form is uploaded on the Participants Progress Page.</i>	Monthly from 1st - 5th of month & as needed	Progress Page
2846G	CBO > EPIC/DHS	This is the "SNAP E & T Conciliation Appointment Notice" form. The conciliation process denotes that the customer failed or refused to comply with the SNAP E&T requirements, if good cause exists, it provides the person another chance to comply.	As needed	Protected Resources
4333	CBO > EPIC/DHS	This is the "Employment and Training Participant List" form. At least 3 workdays before the Regular Staffing meeting, the CBO will send this form that includes the name and the appropriate information of each client the provider serves. This is considered standard procedure for all counties. Use of this form is anticipated only for participants who are not showing scheduled progress. <i>Form is uploaded on the Progress Page.</i>	Monthly as needed	Protected Resources
4334	CBO > EPIC/DHS	This is the "Employment and Training Staffing" working document with the details about the participants for a full staffing (in-depth discussion). Before the meeting, the CBO completes Form 4334 and sends with Form 4333 to the FCRC. FCRC and CBO will complete form at staffing meeting. Completed form is filed with DHS, EPIC and CBO. <b>FCRC or CBO</b> schedule follow-up meetings with participant as needed. Standard procedure for all counties. <i>Form is uploaded on the Progress Page.</i>	Monthly as needed	Protected Resources
4538	DHS	This is the "SNAP Employment and Training Program" form that is referenced to determine if SNAP recipients are exempt from mandatory work program placement.	Orientation & Follow-up Meeting	Protected Resources

