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## Training Project Activities

- CBOs will utilize established career pathway systems, including Bridge Programs, Adult Education, and Career and Technical Education (CTE) that result in industry-recognized credentials and/or certifications.
- The training and certifications should lead to middle-skilled jobs which require more than a high school degree or equivalency, but less than a four-year degree.
- The Illinois Community College Board’s Integrated Career and Academic Preparation System (ICAPS) model will be utilized to help support CBOs and their Adult Education and Community College partners in implementing the EPIC Pilot Program. This model draws on the integration of bridge programs and adult education with career and technical learning, along with supportive services to better meet the needs of ABAWDs (Able Bodied Adults Without Dependents) and other SNAP E&T participants who are unemployed, underemployed, or skill and wage deficient.
  - Bridge Programs are instructional basic skill programs designed to upgrade skill levels of students using three elements: contextualization, career awareness/development, and transition services.
  - The ICAPS model is a blend of CTE and Adult Education in an integrated delivery model designed to accelerate the time to complete both education and technical training.



## Overview of Customer Intake/Application and Enrollment Process

1. **DHS** invites eligible SNAP recipients, Able Bodied Adults without Dependents (ABAWDs) in EPIC pilot counties, to EPIC orientation.
2. Customers attend EPIC Orientation session - [https://www.illinoisworknet.com/EPIC/Pages/Step1\\_Overview.aspx](https://www.illinoisworknet.com/EPIC/Pages/Step1_Overview.aspx)
3. Customers complete Career Cluster Skills and Interest Inventory - <https://www.illinoisworknet.com/EPIC/Pages/Step2.aspx>
4. Customers view training programs available in their region - <https://www.illinoisworknet.com/EPIC/Pages/Step3.aspx>
5. Customers determine if they are interested in applying for the program. If they are interested in the EPIC program, the customer completes the online EPIC application. <https://www.illinoisworknet.com/EPIC/Pages/Step4.aspx>
6. Once they complete the application the customer meets with the DHS case worker. <https://www.illinoisworknet.com/EPIC/Pages/Step5.aspx>
  - a. DHS case worker reviews the system generated recommended programs. See Eligibility Review Instructions/Checklist.
  - b. Case worker and customer discuss the training options.
  - c. If the customer is interested in participating in the EPIC program, the DHS case worker will continue with the random assignment and consent process.
  - d. If the customer is randomly assigned to the EPIC Services group, they will assign the customer to a CBO training program and schedule the first initial meeting.
7. **CBO** provides initial customer assessments based on the CBO intake process and program requirements. Most CBOs require the TABE test for the initial assessment. Some CBOs require three visits to complete assessments prior to enrolling the customer in the program.
8. CBO reviews the results and determines if the customer:
  - a. Can be enrolled in the training program.
  - b. Can be enrolled in the training program once they complete remediation training.
  - c. Cannot be enrolled in the initially referred training program. The CBO offers a different training program that may be a better fit for the customer.
  - d. Cannot be enrolled in the initially referred training program and an alternate training program is not available with the CBO. The CBO enrolls the customer into employment only services

**EPIC Models**

<p><b>Model 1:</b> Provides instruction to those with reading and math levels below the 8.0 Educational Functioning Level (EFL) preparing them for the next component of training, Model II or III.</p> <ul style="list-style-type: none"> <li>• Bridge Programs, including:             <ul style="list-style-type: none"> <li>• Contextualized English Language Acquisition (ELA/ESL)</li> <li>• Contextualized Reading Remediation</li> <li>• Contextualized Math Remediation</li> </ul> </li> </ul> <p>The EPIC ISTEP must have one or more of the following have:</p> <ul style="list-style-type: none"> <li>• Raise your Math and Reading skills to 8.0 through a Bridge Program,</li> <li>• Improve your English language skills to 8.0 through a Bridge program.)</li> <li>• Improve your English language skills</li> <li>• Improve your Math and Reading skills.</li> </ul>											
<p><b>Model 2:</b> Blends adult education and CTE instruction and is delivered in an accelerated team-taught format. The EPIC ISTEP must have one of the following steps:</p> <ul style="list-style-type: none"> <li>• Attend adult education and literacy classes, or</li> <li>• Attend adult education and literacy classes &amp; Complete EPIC Training Program (CTE/College Credit), or</li> <li>• Attend adult education and literacy classes &amp; Complete EPIC Training Program (Industry-Recognized Certificate Only), or</li> <li>• Attend adult education and literacy classes &amp; Complete EPIC Training Program (Work Experience)</li> </ul>			<p><b>Model 3:</b> Community-based organizations will offer enhanced short-term training opportunities in key growth industry areas through either in-house training or training partners. The EPIC ISTEP must have one of the following steps:</p> <ul style="list-style-type: none"> <li>• Complete EPIC Training Program; or</li> <li>• (Industry-Recognized Certificate Only); or</li> <li>• Complete EPIC Training Program (CTE/College Credit); or</li> <li>• Complete EPIC Training Program (Work Experience)</li> </ul>								
2a		2b		2c		3a		3b		3c	
Adult Education + CTE/ College Credit		Adult Education + Industry-Recognized Credential Only		Adult Education Only		College Credit*		Industry-Recognized Credential Only		Work Experience Only	
						<b>3a1</b>	<b>3a2</b>	<b>3b1</b>	<b>3b2</b>	<b>3c1</b>	<b>3c2</b>
						Employed	Not Employed	Employed	Not Employed	Employed	Not Employed
Work Experience can be added to any of the above models.						Work Experience can be added to any of the above models.				If a person is only receiving work experience and work readiness assistance, they are coded under this Model.	

\* Must be a community college or credit-bearing postsecondary that is working with the CBO.

### Documenting the Models in EPIC

CBOs will use the Individualized Services, Training and Employment Plan (ISTEP) to document the models. CBOs will enter the components as steps in ISTEP and the system will use the combination of data points to determine the EPIC model. **The following steps determine the EPIC Model.**

Step Title	Step Description
Raise your Math and Reading skills to 8.0 through a Bridge program.	<p>Bridge Programs provide basic skill instruction that is combined with:</p> <ul style="list-style-type: none"> <li>• job knowledge and skills,</li> <li>• career awareness and development activities, and</li> <li>• services that help you move to the next level of training.</li> </ul> <p>The program does not provide training in a specific job. It does introduce key concepts and industry terms that are built into basic skills instruction.</p>
Improve your English language skills to 8.0 through a Bridge program.	<p><a href="#">English Language Acquisition Programs (ELA/ESL)</a> will teach you to read, write, understand, and speak English more fluently by enhancing your grammar, vocabulary, and communication skills.</p> <p>Bridge Programs provide basic skill instruction that is combined with:</p> <ul style="list-style-type: none"> <li>• job knowledge and skills,</li> <li>• career awareness and development activities, and</li> <li>• services that help you move to the next level of training.</li> </ul> <p>The program does not to provide training in a specific job. It does introduce key concepts and industry terms that are built into basic skills instruction.</p>
Attend adult education and literacy classes.	<a href="#">Adult Education</a> programs will help you get the basic skills you need to be more productive.
Complete EPIC Training Program (CTE/College Credit)	Career & Technical Education (CTE) programs provide work-based academic and technical training. You will earn college credit and get the <a href="#">skills needed to get a job</a> . You will gain the core set of skills to help you succeed if you choose to continue your education and training.
Complete EPIC Training Program (Industry-Recognized Certificate Only)	Work-based technical training programs provide you with the <a href="#">skills</a> and industry-recognized credential needed to get a job. It does not provide college credit, but you will gain the core set of skills to help you succeed if you choose to continue your education and training.
Complete EPIC Training Program (Work Experience)	Your career navigator will help connect you to an employer related to the career pathway you are pursuing. This is a great opportunity for you to get experience and enhance your <a href="#">workplace/soft skills</a> and to build your network of job contacts.

Examples of Step Combinations That Determine the Model

<p>Customer who only has the following step would be <b>Model 1.</b></p> <ul style="list-style-type: none"> <li>Raise your Math and Reading skills to 8.0 through a Bridge program</li> </ul>	<p>Customer who has the following steps would be <b>Model 2b.</b></p> <ul style="list-style-type: none"> <li>Attend adult education and literacy classes</li> <li>Complete EPIC Training Program (Industry-Recognized Certificate Only)</li> </ul>	<p>Customer who only has the following step would be <b>Model 3b.</b></p> <ul style="list-style-type: none"> <li>Complete EPIC Training Program (Industry-Recognized Certificate Only)</li> </ul>
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Individualized Services, Training and Employment Plan Screenshot

Model 1 Sample

9410922fa6663	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="color: green; font-weight: bold;">✓ RECOMMENDED NEXT STEPS</p> <p style="background-color: #0070c0; color: white; padding: 5px; text-align: center; margin-bottom: 10px;">Add Additional Steps</p> <p>After you review the customer information, recommend next steps. Select from the following items to present recommended next steps in this customer's ISTEP.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Step</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">IWDS Service Name</th> <th style="text-align: left;">Result In A Credential</th> <th style="text-align: left;">Note</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Edit</th> <th style="text-align: left;">Delete</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p><b>Raise your Math and Reading skills to 8.0 through a Bridge Program.</b>                      Bridge Programs provide basic skill instruction that is combined with:</p> <ul style="list-style-type: none"> <li>job knowledge and skills,</li> <li>career awareness and development activities, and</li> <li>services that help you move to the next level of training.</li> </ul> <p>The program does not to provide training in a specific job. It does introduce key concepts and industry terms that are built into basic skills instruction.</p> </td> <td style="vertical-align: top;">Staff Assisted</td> <td style="vertical-align: top;">Remedial Training</td> <td style="vertical-align: top;">Yes - It prepares participants to complete credential assessment.</td> <td style="vertical-align: top;"></td> <td style="vertical-align: top;">Open Due: 8/26/2016</td> <td style="vertical-align: top; text-align: center;"><a href="#">✎</a></td> <td style="vertical-align: top; text-align: center;"><a href="#">✕</a></td> </tr> </tbody> </table> </div>	Step	Type	IWDS Service Name	Result In A Credential	Note	Status	Edit	Delete	<p><b>Raise your Math and Reading skills to 8.0 through a Bridge Program.</b>                      Bridge Programs provide basic skill instruction that is combined with:</p> <ul style="list-style-type: none"> <li>job knowledge and skills,</li> <li>career awareness and development activities, and</li> <li>services that help you move to the next level of training.</li> </ul> <p>The program does not to provide training in a specific job. It does introduce key concepts and industry terms that are built into basic skills instruction.</p>	Staff Assisted	Remedial Training	Yes - It prepares participants to complete credential assessment.		Open Due: 8/26/2016	<a href="#">✎</a>	<a href="#">✕</a>
Step		Type	IWDS Service Name	Result In A Credential	Note	Status	Edit	Delete									
<p><b>Raise your Math and Reading skills to 8.0 through a Bridge Program.</b>                      Bridge Programs provide basic skill instruction that is combined with:</p> <ul style="list-style-type: none"> <li>job knowledge and skills,</li> <li>career awareness and development activities, and</li> <li>services that help you move to the next level of training.</li> </ul> <p>The program does not to provide training in a specific job. It does introduce key concepts and industry terms that are built into basic skills instruction.</p>		Staff Assisted	Remedial Training	Yes - It prepares participants to complete credential assessment.		Open Due: 8/26/2016	<a href="#">✎</a>	<a href="#">✕</a>									
RIN 985789654																	
Application Submitted 3/10/2016																	
Eligibility Review Recommended																	
Assignment EPIC SNAP E&T Services on 3/18/2016																	
Study ID 1000																	
CBO Agency Assignment A Safe Haven																	
Enrollment Status Not Enrolled																	
Category 1																	
<a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Reset Password</a>																	

Model 2b Sample

Timeline
Personal Development
Career Planning
Academic / Technical Skills
Highlights / Notes

## ACADEMIC / TECHNICAL SKILLS

CASE NOTES (0) ▲

**Profile**

First Name **Freddy**

Last Name **Fredricks**

Email [fred.fredricks@gmail.com](mailto:fred.fredricks@gmail.com)  
Show More Contact Information

User Name **FFredricks**

Other Participant ID **8918**

DHS Case ID/SNAP Unit ID  
**3578892415456**

RIN **564329876**

Application Submitted **2/22/2016**

Eligibility Review **Recommended**

Assignment **EPIC SNAP E&T Services**  
on 8/7/2016

Study ID **1000**

CBO Agency Assignment **A Safe Haven**

Enrollment Status **Enrolled**

Category **2**

Reset Password

Academic and technical programs will help you get ready for your new career. Use this time wisely. Be sure to:

- Attend class, be on time, and complete all assignments.
- Get involved. Join a student or trade group in your career area.
- Learn about and earn credentials. Read this article: [Credentials](#).
- Prepare for licensure/credential tests (mentally, physically, and financially).

📅
TIMELINE & STATUS - ON TRACK
▲

📖
REVIEW INFORMATION - ACADEMIC ACHIEVEMENTS
▲

✔
RECOMMENDED NEXT STEPS
▼

Add Additional Steps

After you review the customer information, recommend next steps. Select from the following items to present recommended next steps in this customer's ISTEP.


Step	Type	IWDS Service Name	Result In A Credential	Note	Status	Edit	Delete
<b>Attend adult education and literacy classes.</b> <small>Adult Education programs can help you get the basic skills you need to be a more productive worker. These programs focus on basic skills such as reading, writing, math, learning English, and problem-solving.</small>	Staff Assisted	Adult Education and Literacy Activities	Yes - Credential is earned upon successful completion.		Open Due: 8/26/2016	<a href="#">✎</a>	<a href="#">✖</a>
<b>Complete EPIC Training Program (Industry-Recognized Certificate Only)</b> <small>Work-based technical training programs provide you with the skills and industry-recognized credential needed to get a job. It does not provide college credit, but you will gain the core set of skills to help you succeed if you choose to continue your education and training.</small>	Staff Assisted	Occupational Classroom Training	Yes - It prepares participants to complete credential assessment.		Not Started (Scheduled) Due: 11/18/2016	<a href="#">✎</a>	<a href="#">✖</a>


Model 3b Sample

PROFILE
PROGRESS PAGE
ISTEP
SERVICES/OUTCOMES
CASE NOTES
ASSESSMENTS

Timeline
Personal Development
Career Planning
Academic / Technical Skills
Highlights / Notes

## ACADEMIC / TECHNICAL SKILLS


CASE NOTES (0) ▲

 Profile

First Name Loreli

Last Name Gilmore

Email  
[Show More Contact Information](#)

User Name LGilmore1

Other Participant ID 8057

DHS Case ID/SNAP Unit ID  
9408022111111

RIN 999999999

Application Submitted 3/21/2016

Eligibility Review Recommended

Assignment EPIC SNAP E&T Services  
on 3/21/2016

Study ID 1000

CBO Agency Assignment Catholic  
Charities

Enrollment Status Enrolled

Academic and technical programs will help you get ready for your new career. Use this time wisely. Be sure to:

- Attend class, be on time, and complete all assignments.
- Get involved. Join a student or trade group in your career area.
- Learn about and earn credentials. Read this article: [Credentials](#).
- Prepare for licensure/credential tests (mentally, physically, and financially).

📅 TIMELINE & STATUS - ON TRACK

📄 REVIEW INFORMATION - ACADEMIC ACHIEVEMENTS

✅ RECOMMENDED NEXT STEPS

Add Additional Steps

After you review the customer information, recommend next steps. Select from the following items to present recommended next steps in this customer's ISTEP.

Step	Type	IWDS Service Name	Result In A Credential	Note	Status	Edit	Delete
<b>Complete EPIC Training Program (Industry-Recognized Certificate Only)</b> Work-based technical training programs provide you with the <a href="#">skills</a> and industry-recognized credential needed to get a job. It does not provide college credit, but you will gain the core set of skills to help you succeed if you choose to continue your education and training.	Staff Assisted	Occupational Classroom Training	Yes - It prepares participants to complete credential assessment.		Not Started (Scheduled)	