

Purpose:

The suitability process uses a combination of system generated recommendations in combination with a career planner review to ensure customers are suitable for a program. The initial system recommendation identifies training programs where the customer meets the baseline requirements. The next step is to have a career planner review the recommendations with the customer to identify the best training program based on baseline requirements and their skills, interests, and goals. This process includes three main steps:

- Customer completes the online suitability application. Submitting the application populates Illinois Workforce Development System (IWDS) with the customer's information that will be used to certify their WIOA in-school youth/out-of-school youth application.
- 2. Training program "hard stop" data in the Illinois workNet system is compared to each customer's responses as they complete the pre-screening section. If there is a potential training program match for the customer (based on comparing "hard stops"), the customer may complete the application section. If there are no potential matches, the customer is directed to their LWIA.
- 3. Staff completes the suitability by:
 - a. Reviewing the customer's Pre-Screening and Application responses;
 - b. Comparing their responses to the training program baseline requirements; and
 - c. Discussing the results and options with the customer to identify a good customer/program match.

Who Enters/Maintains Data:

Customers complete the online application. Once the application is submitted, the customer cannot update the information.

Provider staff can update their customer's online training suitability application. Updates can be made to the application until the customer's status changes from inquirant to applicant. At that point, the application is locked.

Provider staff accesses the customer's Suitability page to review the information and recommend enrollment.

How Customers Access the Youth Apprenticeship and Career Pathway Online Suitability Application:

- 1. Go to <u>www.illinoisworknet.com/YACPapply</u>.
- 2. Customers login with their existing Illinois workNet account. If they do not have an Illinois workNet account, they should setup an account.
- 3. Agree to the Terms of Use and complete the Pre-Screening section of the application.
 - a. The system will check to see if there are training programs available that match their skills and interests. If there is one or more training programs, they can continue with answering baseline questions.
 - b. The system will check to see if they meet the baseline requirements for any training programs. If there is a match with one or more training programs, they can continue with completing the online application.
- 4. Complete the Application section. Customers can preview their answers and make updates. Once the application is submitted, they will not be able to make changes.
- 5. Once started, the application is available in <u>www.illinoisworknet.com</u>.



Partner Instructions - November 2017 Final

a. Select My Dashboard then select Dashboard to access the Youth Apprenticeship and Career Pathway Online Suitability Application.

How Partners Access the Youth Apprenticeship and Career Pathway Customer Information:

- 1. Log into <u>www.illinoisworknet.com</u>.
- 2. Select My Dashboard then select Dashboard/Partner Tools.
- 3. Select Customer Support Center.
- 4. Select the Groups in the top menu.
- 5. Select Youth Apprenticeship and Career Pathway.
- Select the customer's name to access their information.

Shortcut Tip:

Go to www.illinoisworknet.com/YACPpartners.

Select the link to the Youth Apprenticeship and Career Pathways Partner Tools.

Partners Review Customer Suitability Information in Illinois workNet

- 1. Select the customer's Suitability tab.
- 2. Review the WIOA Eligibility Requirements. Review the information with the customer to make sure they understand the requirements and meet the eligibility requirements. Barriers selected in the customer's application will be check in the WIOA Eligibility Requirement section on the suitability page. Collect the required documentation for each barrier. Select the Show link to access a summary of information and policy links related to that requirement.

		RENTI	CESHIP SUI	TABILIT	y pa	GE			
Application	Suitability	Progress	Services/Outcomes	Case Notes	Assessm	nents Optir	mal Resum	e Worksite Placement	
SUITABILI	ΤY							CASE NOT	TES(1)▲
📫 VIEW INS	STRUCTION	S: Applicatior	and Suitability Page Instr	ructions For Partne	ers Appl	ication and Suit	ability Page	Instructions For Customers	
L Profile		V	VIOA Eligibility Require	ments					•
First Name Jen	ıny	E	irthday: 5/7/1998	ELIGIBILITY					×
Last Name App	prenticeship	T	n/Out School: In School he following were sele	cted Barrier	Customer	Other	Eligibility Quick		Reference
Email me3@yo Show More Cor	u.com ntact Informatio	n s	now have a disabilit	Selected	Type Adult	Considerations Disability + Low	• Disability	Documentation Sources Allowed Medical Records	Document E WIOA E
User Name Jer	nnyA	s	now I am homeless	disability and	(18+), In-	Income Calculation		Physicians/psychiatrist/psychologist	Policy
)c	S	now 🔲 I live in a high po	overty area					

- 3. Review the Employment Goals to get a better understanding of their goals and a general idea of how much research they have completed in order to identify those goals.
 - a. Provide case notes as needed.
 - b. If changes are needed, select the Application tab and update the appropriate section of the application.
- 4. Review the Recommended Training Program section to see their responses to non-hard stop baseline requirements.

Sponsored by the Illinois Department of Commerce and Economic Opportunity.



- Partner Instructions November 2017 Final
- a. **If there is at least one recommended program**, review program information with the customer. Select the training program name link to view the program information.
 - i. If the customer is interested in participating, select the customer's choice for a recommended training program.
 - 1. Select Recommend for Enrollment from the Recommendation drop down menu.
 - ii. If the customer is not interested in participating, select Decline to Participate from the Recommendation drop down menu.
- b. If there are no recommendations, look at the View Non-Recommended Training Programs to identify baseline requirements that were not met.
 - i. Select the Application tab to review their response.
 - ii. If the customer misunderstood the question or answered incorrectly, update the appropriate section of the application.
 - iii. If there are no recommendations after your review and updates, select Not Recommended from the Recommendation drop down menu.

Application Suitability										
L Profile	WIOA Eligibili	ty Requir	rements							
First Name Dalton	Employment (Goals								
imail nfo@intaked_siuccwd.com	Recommende	d Trainin	ig Progran	าร						
Jser Name IntakeD	Minu Non Do		dod Trainir	Drogr	ame					
	view Non-Red	.ommeni		IQ FIUQI	anna					
ast 4 SSN 6521	Nine "hard sto	ommen	ine require	ments ar	e ident	ified in the fo	llowing ta	able. If the in	formation	provided in the
ast 4 SSN 6521	Nine "hard sto customer's app recommended others were no	p" baseli plication l. The foll ot.	ine require does not a owing tabl	ments ar lign with e will hel	e ident the tra p you u	ified in the fo ining progra Inderstand w	Illowing ta m informa hy certain	able. If the in ation, the pro programs v	formation ogram will vere recom	provided in the not be Imended and
ast 4 SSN 6521 POB 11/1/1992 eset Password Send Message	Nine "hard sto customer's app recommended others were no Name	p" baseli plication I. The foll ot. Industry	ine require does not a owing tabl Medical Tests	ments ar lign with e will hel Drug Test	e ident the tra p you u Vision	ified in the fo ining progra Inderstand w Appearance	Illowing ta m informa hy certain Taste/ Smell	able. If the in ation, the pro programs v 3 or More Tickets	formation ogram will vere recom Valid License	provided in the not be amended and Background Check ()
ast 4 SSN 6521 OB 11/1/1992 set Password Send Message	Nine "hard sto customer's apprecommended others were not Name Construction	pp" baseli plication I. The foll ot. Industry No	ine require does not a lowing tabl Medical Tests Yes	ments ar lign with e will hel Drug Test Yes	e ident the tra p you u Vision Yes	ified in the fo ining progra understand w Appearance Yes	Ilowing ta m informa hy certain Taste/ Smell Yes	able. If the in ation, the pro programs v 3 or More Tickets Yes	formation ogram will vere recom Valid License Yes	provided in the not be imended and Background Check ①
ast 4 SSN 6521 DOB 11/1/1992 eset Password Send Message	Nine "hard sto customer's ap recommended others were no Name Construction Food Service	p" baseli plication I. The foll ot. Industry No No	ine require does not a owing tabl Medical Tests Yes Yes	ments ar lign with e will hel Drug Test Yes Yes	e ident the tra p you u Vision Yes Yes	ified in the fo ining progra understand w Appearance Yes Yes	Ilowing ta m informa hy certain Taste/ Smell Yes Yes	able. If the in ation, the pro programs v 3 or More Tickets Yes Yes	formation ogram will vere recom Valid License Yes Yes	provided in the not be mended and Background Check Yes Yes
eset Password Send Message	Nine "hard sto customer's apprecommended others were not Name Construction Food Service Radio	p" baseli plication I. The foll ot. Industry No No	Medical Tests Yes Yes	ments ar lign with e will hel Drug Test Yes Yes	e ident the tra p you u Vision Yes Yes	ified in the fo ining progra understand w Appearance Yes Yes Yes	Ilowing ta m informa hy certain Taste/ Smell Yes Yes Yes	able. If the in ation, the pro programs v 3 or More Tickets Yes Yes Yes	formation p ogram will vere recom Valid License Yes Yes Yes	provided in the not be imended and Background Check ① Yes Yes Yes
Last 4 SSN 6521 DOB 11/1/1992 Reset Password Send Message	Nine "hard sto customer's ap recommended others were no Name Construction Food Service Radio Hotel	p" baseli plication I. The foll ot. Industry No No No	Medical Tests Yes Yes Yes Yes Yes	ments ar lign with e will hel Drug Test Yes Yes Yes Yes	e ident the tra p you u Vision Yes Yes Yes	ified in the fo ining progra understand w Appearance Yes Yes Yes Yes	Illowing ta minforma hy certain Taste/ Smell Yes Yes Yes Yes	able. If the in ation, the pro programs v 3 or More Tickets Yes Yes Yes Yes	formation ogram will vere recom Valid License Yes Yes Yes Yes	Provided in the not be and