IDHS Illinois Department of Human Services
Community Youth Employment Program *Powered by* ILLINOIS workNet CENTER americanjobcenter

❓ WHY

Why do you need to complete the Community Youth Employment Program (CYEP) Online Application?

It is important to identify a suitable worksite and services for you. Suitable means "right for a particular purpose, person, or situation.[1]" The online application collects information about your skills, goals, abilities, and experiences. This information is used to develop a plan that is "right" for your purpose (goals) and situation.

ℹ️ WHAT/HOW

What is collected?	How is the information used?
CYEP Eligibility	Answer the questions honestly. 1. If you are not eligible, you do not have to finish the application. 2. If you are eligible, complete the application. Once an application is submitted, a career planner will work with you to collect the documents needed to verify eligibility.
Desired Provider	Select the provider that you want to work with.
Employment Goals	If you haven't thought about your career goals, just do your best. This is a starting point for you to work with your career planner to help identify goals.
Physical & Background Information	This information will be used to make a worksite placement that will be a good match for both you and the employer.
Contact Information	You will receive notifications related to CYEP. Also, your career planner will need to be able to contact you while you are in the program. If you are under 18-years-old, your parent/guardian information is required.
Demographics	This includes gender, ethnicity, and veteran status. All of the questions are required, but you can select "prefer not to answer."
Education & Work History	This information will be used to make a worksite placement and identify services to help you succeed in the program.
Other Partners Providing a Service	This information can be used to help identify services to help you succeed in the program.
Outreach	Let us know how you heard about the program. This can help us reach out to others who can benefit from the program.

ℹ️ WHERE

How do you complete the CYEP Online Application?

1. Go to www.illinoisworknet.com/CYEPapply.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

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2. Log in with your existing Illinois workNet account. If you do not have an Illinois workNet account, you will be asked to set up an account. Once it is set up, log into your new account using your newly created username and password.
3. Read and agree to the Terms of Use in order to continue.
4. Complete the Application. You will be able to preview your answers and make additional updates. Once the application is submitted, you will not be able to make changes.
5. Once started, the application is available in www.illinoisworknet.com.
    a. Select My Dashboard, then select Dashboard to access the Community Youth Employment Program.
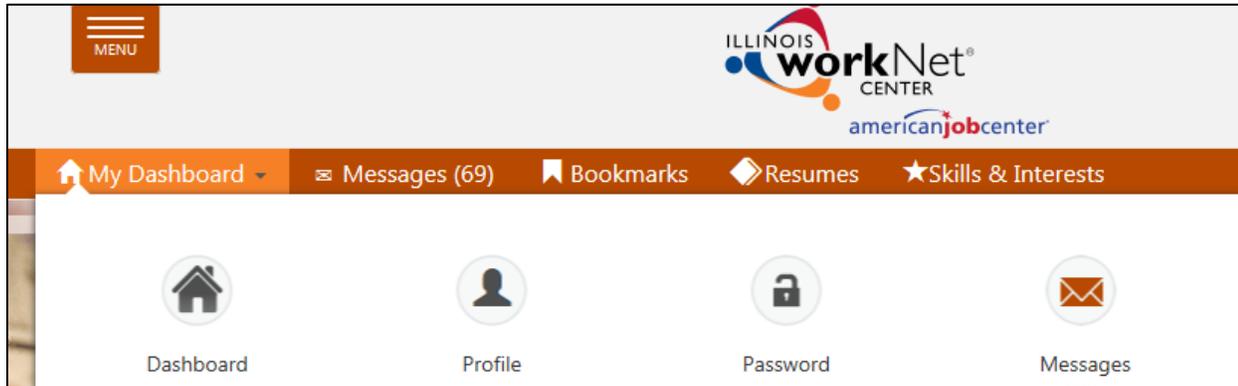
→ NEXT STEPS

What is going to happen next?

- A career planner will review your information and contact you.
- If you decide to participate in the program, you will work with a career planner to make sure all of the paperwork and information is available to complete the enrollment process.
- Once enrolled, a career planner will work with you to put together and complete the steps in your Individualized Serivces, Training, and Employment Plan (ISTEP).

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