Purpose:

The Community Youth Employment Program (CYEP) Online Application is used to collect customer information, which is used to:

1. Pre-screen customers to identify those who meet the program eligibility requirements.
2. Provide an initial assessment to help identify appropriate services and worksite placement.

The following information is collected:	How the information is used:
CYEP Eligibility	1. If the person is not eligible, they will not be able to complete the application. 2. Once an application is submitted, it will populate in the Progress page, where career planners will indicate that they verified eligibility.
Desired Provider	This field is used to direct customers to the appropriate CYEP providers in Illinois workNet CYEP Partner Tools. It is the only way they can get into the system.
Employment Goals	This information will populate ISTEP and can be helpful when identifying services and worksite placement.
Physical & Background Information	This is an initial assessment to identify topics that impact the services and worksite placement. It is not to be used for eligibility. It should be used to make a worksite placement that will be a good match for both the customer and the employer.
Contact Information	Customer contact information populates their profile in Illinois workNet. If the youth is under 18-years-old, their parent/guardian information is required and saved in the application.
Demographics	All of the questions are required, but the customer can select "prefer not to answer."
Education & Work History	This is an initial assessment to identify credentials and experience that impact services and worksite placement. It is not to be used for eligibility.
Other Partners Providing a Service	This information can be used to help leverage resources and services to help the customer succeed in the program.
Outreach	Find out where your customers heard about the program.

Who Enters and 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 application.

Provider Staff can access the customer's Progress page to review the information and update their enrollment status.

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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How Customers Access the CYEP Online Application:

1. Go to www.illinoisworknet.com/CYEPapply.
2. Customers login with their existing Illinois workNet account. If they do not have an Illinois workNet account, they will be prompted to set up an account. Once the account is created, they will sign into the new account.
3. Customers should review and agree to the Terms of Use and complete the application.
4. 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 www.illinoisworknet.com.
    a. Select My Dashboard then select Dashboard to access CYEP.

How Partners Access the CYEP Customer Information:

1. Log into www.illinoisworknet.com.
2. Select My Dashboard, then select Dashboard/Partner Tools.
3. Select Customer Support Center.
4. Select the Groups in the top menu.
5. Select Community Youth Employment Program.
6. Select the customer's name to access their information.

> **Shortcut Tip:**
>
> Go to www.illinoisworknet.com/CYEPpartners.
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> Select the link to the Community Youth Employment Program Partner Tools.

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