



Illinois SNAP Employment & Training System



System Training Session 4

Billing, Reporting & Staffing

Illinois Department of Human Resources working in conjunction with
Illinois workNet® sponsored by the Department of Commerce and Economic Opportunity
December 2022

ISETS

BILLING, REPORTING & STAFFING

Learning Objectives

- Enter Information
- Create parts
- Attendance, Activities, Support
- Earnfare items
- 4334 & 4333
- Submit and review
- Provider Information

ACCESS OPTIONS

Access ISETS from the partner page, partner dashboard or through group search in IWIS.

The image displays three overlapping screenshots of the ISETS website interface:

- Top Screenshot:** Shows the main navigation bar with the Illinois WorkNet Center and American Job Center logos. It includes a search icon, a language selector for 'Español', and a user profile icon. Below the navigation bar is a blue header with the text 'ISETS PARTNER GUIDE'.
- Middle Screenshot:** Shows a search results page titled 'GROUPS - SEARCH'. A search bar contains the text 'ISETS - Catholic'. Below the search bar, there is a list of search results, including 'ISETS - Catholic Charities' and 'ISETS - Catholic Charities of the Arch of Chicago'.
- Bottom Screenshot:** Shows a 'Partner Tools' dropdown menu. The menu items include 'Customer Support Center/IWIS', 'ISETS', 'Illinois Employment Business System (IEBS)', 'Illinois Workforce Training System (IWTS)', and 'More Tools'. The 'ISETS' option is highlighted.

Workforce & Education Partner Resources.

led to be used by Workforce Partners participating in the Illinois SNAP Employment & Training site will be updated ongoing as the project progresses and materials are needed. *If you send a request to info@illinoisworknet.com please include a reference to the ISETS program to enable a help request.*

Partners that have been granted access will see this program listed in their Customer list.

Partners and Partner Tools

you need to know about the 2021 Launch

ACCESS ISETS

Illinois SNAP Employment & Training System

- Complete SPCQ
- Submit
- Watch for email with Username and Password
- Log-in to ISETS

MULTIPLE GROUPS

- If you have access to multiple grant programs/groups, you may access the group from the Customer Support Center/IWIS icon as well.

The screenshot shows the top navigation bar with 'MENU', 'ILLINOIS workNet CENTER', and 'americanjobcenter' logos. Below the navigation bar, there are links for 'My Dashboard', 'Messages (177)', 'Bookmarks', 'Resumes', and 'Skills & Interests'. The main heading is 'ISETS PARTNER GUIDE'. A back button is followed by the text 'Back to Workforce & Education Partner Resources.' and the URL <https://illinoisworknet.com/isetspartners>. Below this, a paragraph explains the guide's purpose: 'This guide is intended to be used by Workforce Partners participating in the Illinois SNAP Employment & Training System (ISETS). This site will be updated ongoing as the project progresses and materials are needed. If you send a request for assistance to info@illinoisworknet.com please include a reference to the ISETS program to enable easy routing of your help request.' Another paragraph states: 'Only partner accounts that have been granted access will see this program listed in their Customer list.' Below the text is a home icon and the text 'ISETS Dashboards and Partner Tools'. At the bottom, there is a link for an infographic: 'Infographic: What you need to know about the 2021 Launch'. On the right side, there is a box with the ISETS logo and the text 'Illinois SNAP Employment & Training System'.

The screenshot shows the 'Partner Tools' dashboard. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are two columns of tools. The left column is titled 'Personal Tools' and includes icons for 'Dashboard', 'Profile', 'Password', 'Messages', 'Bookmarks', 'Assessments', 'Interests', 'Employment 101', 'Resumes', 'Disability Estimator', 'Career Plan Tools', 'Virtual Job Fair', and 'Attendance'. The right column is titled 'Partner Tools' and includes icons for 'Customer Support Center/IWIS', 'ISETS', 'Illinois Employment Business System (EBS)', 'Incumbent Worker Tracking System (IWTS)', and 'More Tools'. A blue arrow points from the 'Log-in to ISETS' item in the list on the left to the 'ISETS' icon in the 'Partner Tools' column.

PREVIOUS SESSIONS

Intake & Referral

- Search Customers
- Add Customers
- Assess Customers
- Refer Customers
- Enroll Customers ***
- Referral portion of Dashboard for Customers

Enrollment & Case Mgt.

- Enrolling a customer
- Add Activities and Services to a customer profile
- Track Attendance
- Track Supportive Services
- Document progress
- Ending an Activity

Employment & Retention

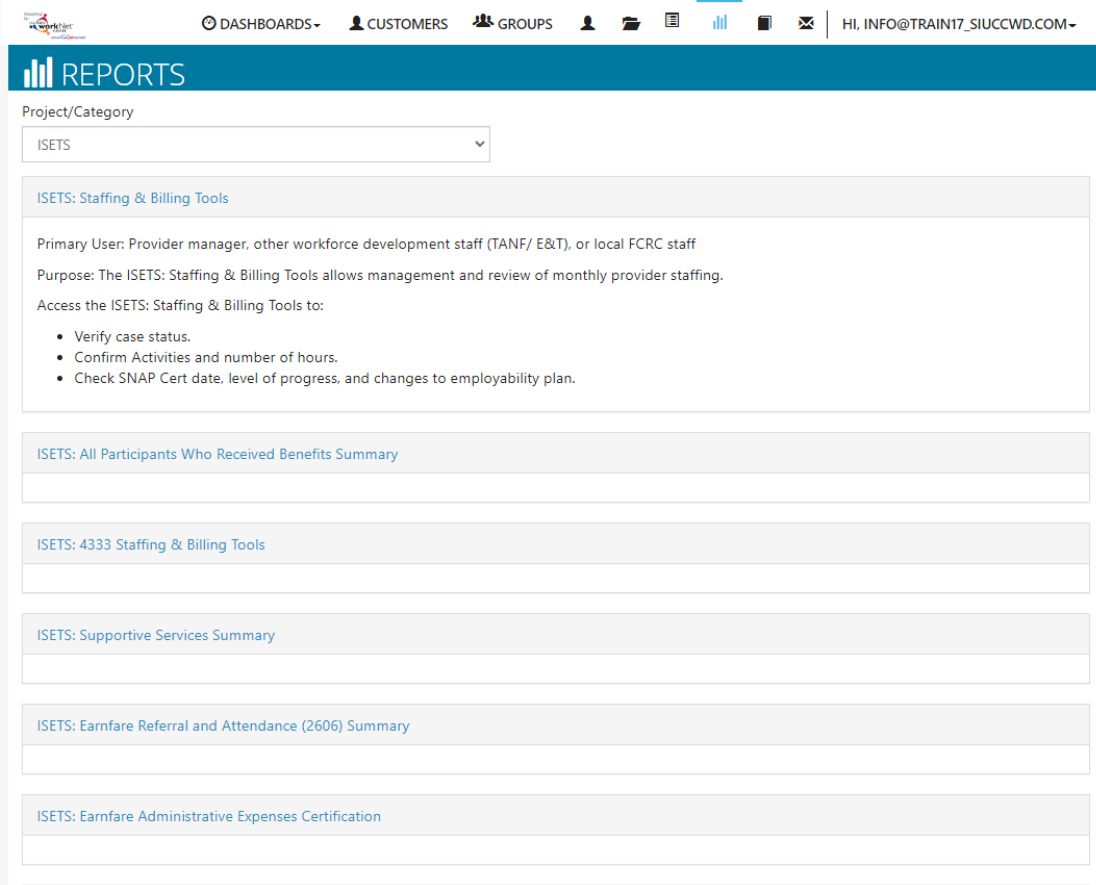
- Adding participant employment
- Attendance report
- Retention service
- Employment verification
- Customer status on overview

REPORTING

- Enter information
- Create the parts
- Complete the report

TIPS

- Start with the customer profile.



The screenshot shows the ISETS Reports interface. At the top, there is a navigation bar with icons for DASHBOARDS, CUSTOMERS, GROUPS, and other functions. The main header is a blue bar with the word "REPORTS" and a bar chart icon. Below this, there is a dropdown menu for "Project/Category" with "ISETS" selected. The main content area lists several report categories, each with a brief description and a list of actions:

- ISETS: Staffing & Billing Tools**
 - Primary User: Provider manager, other workforce development staff (TANF/ E&T), or local FCRC staff
 - Purpose: The ISETS: Staffing & Billing Tools allows management and review of monthly provider staffing.
 - Access the ISETS: Staffing & Billing Tools to:
 - Verify case status.
 - Confirm Activities and number of hours.
 - Check SNAP Cert date, level of progress, and changes to employability plan.
- ISETS: All Participants Who Received Benefits Summary**
- ISETS: 4333 Staffing & Billing Tools**
- ISETS: Supportive Services Summary**
- ISETS: Earnfare Referral and Attendance (2606) Summary**
- ISETS: Earnfare Administrative Expenses Certification**

ENTER INFORMATION

- Add activity information
 - Attendance
 - Activities
 - Support Services

TIPS

- Make sure to update the customer case file throughout the month to make monthly reporting easier.

I **ISETS OVERVIEW**

Overview
Intake/Referral
IEP/Case Management
Customer Forms
Summary Tools

OVERVIEW

Profile: Alfred Franklin

Email
alfredfranklin@ncemail.com

DOB 9/24/1974

User Name AFranklin1

Last 4 SSN 2115

Individual Number

Redetermination Date
3/22/2023

Primary E&T Provider Lower
North - Cook County

Secondary E&T Provider N/A

DHS Office N/A

Program Enrollment SNAP Job
Placement

See All

Sync With IES

Reset Password

Participant Summary Tools

Assessments

Case Notes

Referrals

Status

Redetermination Date:
[Link to: ABE - Manage My Case](#)

E&T Status:

Universal Assessment:

Level of Progress:

Employment Verification Status:

SNAP Case Number:

SNAP Eligibility Status:

Individual Number:

Benefit Status:

Monthly Benefit Hours:

Modified By: ISETS 5Partner
(workNetID: 26819)
Date Modified: 5/27/2022

Modified By:
Date Modified: 4/14/2022

Attendance

Activities / Case Management

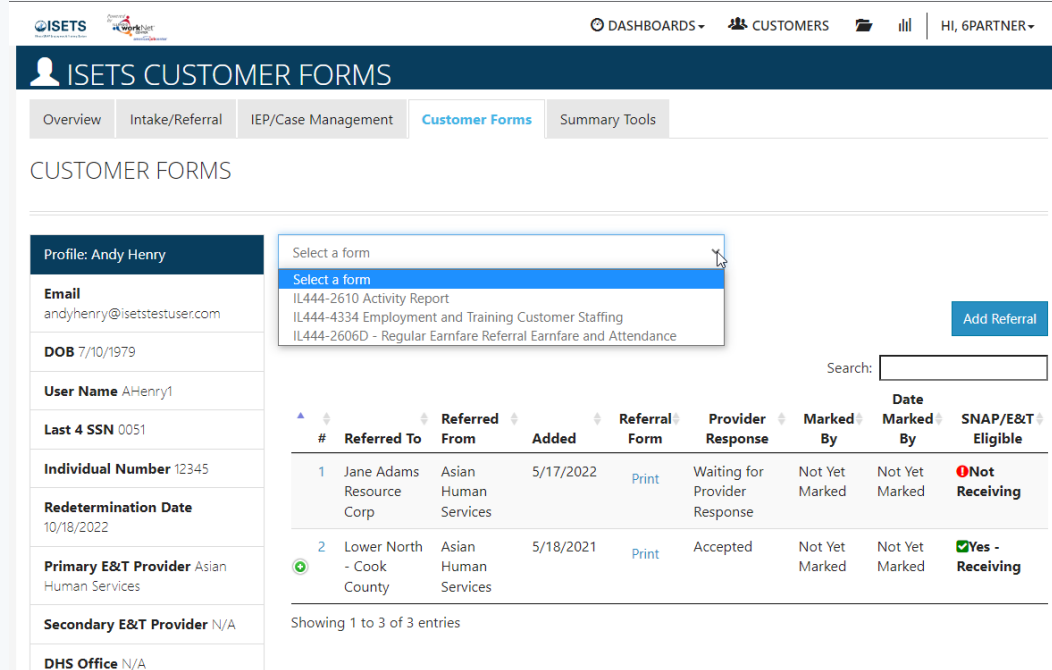
Support Services

CREATE PARTS

- 2151
- 2606
- 2610
- 4333
- 4334
- Support Services Summary
- Summary Expenditure Documentation
- Earnfare Referral and Attendance Summary
- Earnfare Administrative Expenses Certification

TIPS

- Select the correct form for your program.



The screenshot shows the ISETS Customer Forms interface. At the top, there are navigation tabs: Overview, Intake/Referral, IEP/Case Management, **Customer Forms**, and Summary Tools. Below the tabs, the user profile for Andy Henry is displayed, including email, DOB, user name, SSN, individual number, redetermination date, and providers.

A dropdown menu is open, showing the following options:

- Select a form
- Select a form
- IL444-2610 Activity Report
- IL444-4334 Employment and Training Customer Staffing
- IL444-2606D - Regular Earnfare Referral Earnfare and Attendance

Below the dropdown, there is a search bar and an "Add Referral" button. The main content area displays a table of referrals:

#	Referred To	Referred From	Added	Referral Form	Provider Response	Marked By	Date Marked By	SNAP/E&T Eligible
1	Jane Adams Resource Corp	Asian Human Services	5/17/2022	Print	Waiting for Provider Response	Not Yet Marked	Not Yet Marked	● Not Receiving
2	Lower North - Cook County	Asian Human Services	5/18/2021	Print	Accepted	Not Yet Marked	Not Yet Marked	✔ Yes - Receiving

Showing 1 to 3 of 3 entries

2606 & 2610

- Track Attendance for each service
- Customer Forms to create report

EDIT WEEKLY ATTENDANCE (WEEK OF 8/1/2021-8/7/2021)

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	Updated
Sunday 8/1/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Monday 8/2/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Tuesday 8/3/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Wednesday 8/4/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Thursday 8/5/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Friday 8/6/2021	<input checked="" type="checkbox"/> 9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	WPP Train10 - 11/2/2021 4:34:48 PM
Saturday 8/7/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a

Required Weekly Hours Actual Weekly Hours Attendance %

Attendance has been v...

EP/Case Management **Customer Forms** Summary Tools

Select a form

- Select a form
- IL444-2610 Activity Report
- IL444-4334 Employment and Training Customer Staffing
- IL444-2606D - Regular Earnfare Referral Earnfare and Attendance

TIPS

- Enter time daily or weekly
- Use attendance to track hours for 2606 or 2610

2606

- Fill in blanks
- Update hours if necessary
- Answer assignment questions

TIPS

- Enter time daily or weekly
- Use attendance to track hours for 2606 or 2610

Profile: Andy Henry

Email: andy.henry@isetstestuser.com

DOB: 7/10/1979

User Name: AHenry1

Last 4 SSN: 0051

Individual Number: 12345

Redetermination Date: 10/18/2022

Primary E&T Provider: Asian Human Services

Secondary E&T Provider: N/A

DHS Office: N/A

Program Enrollment: N/A

[See All](#)

[Sync Web IES](#) [Reset Password](#)

Select a form ▼

IL444-2606D - REGULAR EARNFARE REFERRAL EARNFARE AND ATTENDANCE

Reporting Month ▼

May ▼

SECTION I

Andy Henry Employer: [Update](#)
 3022 W. Lake St
 Chicago, IL 60612
 Last 4 SSN: Uber
 SNAP Case Number: 770770051
 Phone: 770-770-0511 Chicago, IL, 60618

SECTION II - REFERRAL

Report to on

SNAP Work-Off Hours + Cash Assistance Hours = 0

Work Schedule: Hours on the following days:

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Earnfare Caseworker:

Phone:

Fax:

SECTION III - DAILY SIGN IN/OUT

[Update](#)

NO RESULTS FOUND.

Does the organization have a paid lunch period? No ▼

Should the client be reassigned to this employer/location? No ▼

SECTION IV - PAYMENT VERIFICATION/CALCULATION

Total Hours Worked 0 - 0 SNAP Work-off Hours = 0 Earnfare Hours Worked
 Earnfare Hours Worked 0 x 12 State Min Wage = \$0 Earnfare Case Assistance Issued.

DATE ISSUED

Total Hours Worked 0

[Save and complete later](#)

If you are the Earnfare Employer: [Sign as Earnfare Employer](#)

If you are not the Earnfare Employer, print the form and have the employer sign the document. Then upload the signed form.

[Print 2606 form](#) [Upload 2606 with Earnfare Employer Signature](#)

2610

- Update hours/activities if necessary

TIPS

- Enter time daily or weekly
- Using attendance to track hours for 2606 or 2610

Select a form

IL444-2610 - ACTIVITY REPORT

Reporting Month: August

Provider: Asian Human Services

Program Year: 2021

Note: One form per organization is required.
Work and Training Activity type/description: Update activities and Attendance in the IEP

IR - Job Readiness

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:51 PM	
8/3/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/4/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/5/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	
8/6/2021	3:30 PM			5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM	

Showing 1 to 5 of 5 entries

VT - Vocational Training

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/3/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/4/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/5/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	
8/6/2021	9:00 AM			1:00 PM	4	WPP train0 - 11/2/2021 4:34:48 PM	

Showing 1 to 25 of 25 entries

IRS - Job Retention Services

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Verified
8/2/2021	9:00 AM			11:00 AM	2	ISETS 3manager - 11/22/2021 2:45:53 PM	
8/6/2021	9:00 AM			12:00 PM	3	ISETS 3manager - 11/22/2021 2:45:53 PM	

Showing 1 to 2 of 2 entries

Name of Organization: Asian Human Services
Authorized Contact: Wpp10

Export/Print - IL444-2610 Activity Report

4334

- Section A: *Provider* - Review activities and recommend Progress status.
- Section B: *DHS* – Review and recommend case status.
- Section C: *Partner and DHS* Review and recommend final action for the month.
- Both DHS and provider sign digitally.

Profile: Andy Henry	Select a form
Email andy.henry@isetstestuser.com	IL444-4334 - EMPLOYMENT AND TRAINING CUSTOMER STAFFING
DOB 7/10/1979	Reporting Month * August
User Name AHenry1	Provider * Asian Human Services
Last 4 SSN 0051	
Individual Number 12345	
Redetermination Date 10/18/2022	
Primary E&T Provider Asian Human Services	
Secondary E&T Provider N/A	
DHS Office N/A	
Program Enrollment N/A	
See All	
<input type="button" value="Sync With IES"/> <input type="button" value="Reset Password"/>	
Participant Summary Tools	
Assessments	
Case Notes	
Change in Activity	
Services	
Worksites	
Uploads	
Instructions	
Link to instructions	
Case File Organizer Sheets	
Customer Forms	
Referrals	
IL444-2610 Activity Report	
IL444-4334 Employment and Training Customer Staffing	

Section A: Current Activities

This section is to be completed by the provider. If automatically populated fields need to be updated, update the customer's career plan and then refresh this page.

Work Activities/Assignments: JR - Job Readiness, VT - Vocational Training, JRS - Job Retention Services
 Worksite Name and Location:
 Start Date in Activities/Assignments: 6/1/2021
 Workdays/hours: 7/31/2022-8/6/2022 - 0 hours, 8/7/2022-8/13/2022 - 0 hours, 8/14/2022-8/20/2022 - 0 hours, 8/21/2022-8/27/2022 - 0 hours, 8/28/2022-9/3/2022 - 0 hours
 Additional Activities (Specify type, days, and hours): transportation, personal hygiene
 Customer Progress:

Section B: Case Status

This section is to be completed by the IDHS representative.

Remains Eligible for Participation
 Participants earned income budget eff. [Enter Date](#) - Eligible for job retention services from the provider.
 Case cancelled eff. [Enter Date](#) - Remain eligible for job retention services.
 Case canceled eff. [Enter Date](#) - Not eligible for services after this date.

Section C: Participant Plan Status Changes

This section is to be agreed upon by both the provider and IDHS representative.

Change work activities/assignments to [Add Description](#)
 Change work schedule to [Add Description](#)
 Remove from provider [Add Description](#)
 No changes requested at this time

Save and complete later

The representatives below certify that the information completed above is correct.

State Staff Representative:	<input style="width: 100%;" type="text" value="Sign as Provider Representative"/>
	<input style="width: 100%;" type="text" value="Provider Representative:"/>

SUPPORT SERVICES SUMMARY

- Verify dollar amounts are correct
- Click name to add/edit
- Mark to include in billing

ISETS: SUPPORTIVE SERVICES SUMMARY

[Back to Reports](#)

Provider *

Asian Human Services

Staffing Month

August

Program *

SNAP Job Placement

FCRC Office

Select

Customers

All Participants who received benefits

Filter

Show 10 entries

Approved by Billing	Include in Billing	Name	Case Number	Last 4 SSN	Month in Earnfare	Financial Assistance	Transp Issued	Clothing Allowance	Job Search	Initial Employ	State ID	Total
<input type="checkbox"/>	<input type="checkbox"/>	Andy Henry	770770051	0051	August	0	136.5	0	0	0	0	136.5
<input type="checkbox"/>	<input type="checkbox"/>	Fred Fines	900177177	1009	August	0	165	0	0	0	0	165
<input type="checkbox"/>	<input type="checkbox"/>	Cathy Crow	600177177	1006	August	0	25	0	0	0	0	25
<input type="checkbox"/>	<input type="checkbox"/>	Harri Burt	771771012	1012	August	0	140	100	0	0	0	240

EARNFARE REFERRAL & ATTENDANCE SUMMARY

- Verify activity
- Check box when complete

ISETS
DASHBOARDS ▾
CUSTOMERS
HI, 6PARTNER ▾

ISETS: EARNFARE REFERRAL AND ATTENDANCE (2606) SUMMARY

[Back to Reports](#)

Provider *

Program *

Staffing Month

FCRC Office

Filter

Show entries

Complete	Name	Case Number	Actual Hours Month	Community Workfare Hours	Earnfare Hours Worked	State Min Wage	Cash Assistance Issued	Month in Earnfare	2606 Form
<input type="checkbox"/>	Alexandre Dumas	660660101	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	Andrea Smola	105526710	46.5	31.5	15	12	\$180	1	5/5/2022
<input type="checkbox"/>	Ann Fleming	329197197	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	Cathy Crow	600177177	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	chikela crump	106340961	0	0	0	12	\$0	0	Not Complete
<input type="checkbox"/>	Ed Evans	800177177	0	0	0	12	\$0	0	Not Complete

EARNFARE ADMINISTRATIVE EXPENSES CERTIFICATION

- Complete the Certification Modal
- Check box when complete
- Billing approves

ADD CERTIFICATION MODAL

Month Ending
 May

% of the total staff time directed toward the Earnfare Program
 45

Total Administrative Expenses for the month
 1275

Signed as an authorized Representative:
 Enter your name the same as you would sign a document
 Mary Earnfare Representative

Enter your title
 Earnfare Coordinator

Certify Administrative Expense
Close

DASHBOARDS CUSTOMERS HI, 6PARTNER

ISETS: EARNFARE ADMINISTRATION EXPENSES CERTIFICATION

[Back to Reports](#)

Provider * Asian Human Services Staffing Month May

Program * Earnfare FCRC Office Select

Filter

Add Certification Form

Show 10 entries

Month Ended	% Total Staff Time	Total Administrative Expenses	Earnfare Administrative Expenses	Signed By	Certification Form	Approved by Billing
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

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Show 10 entries

Month Ended	% Total Staff Time	Total Administrative Expenses	Earnfare Administrative Expenses	Signed By	Certification Form	Approved by Billing
May 2022	45%	1275	57375	Mary Earnfare Representative 6/8/2022	View/Print	<input type="checkbox"/>

Showing 1 to 1 of 1 entries Previous 1 Next

SET-UP 4333

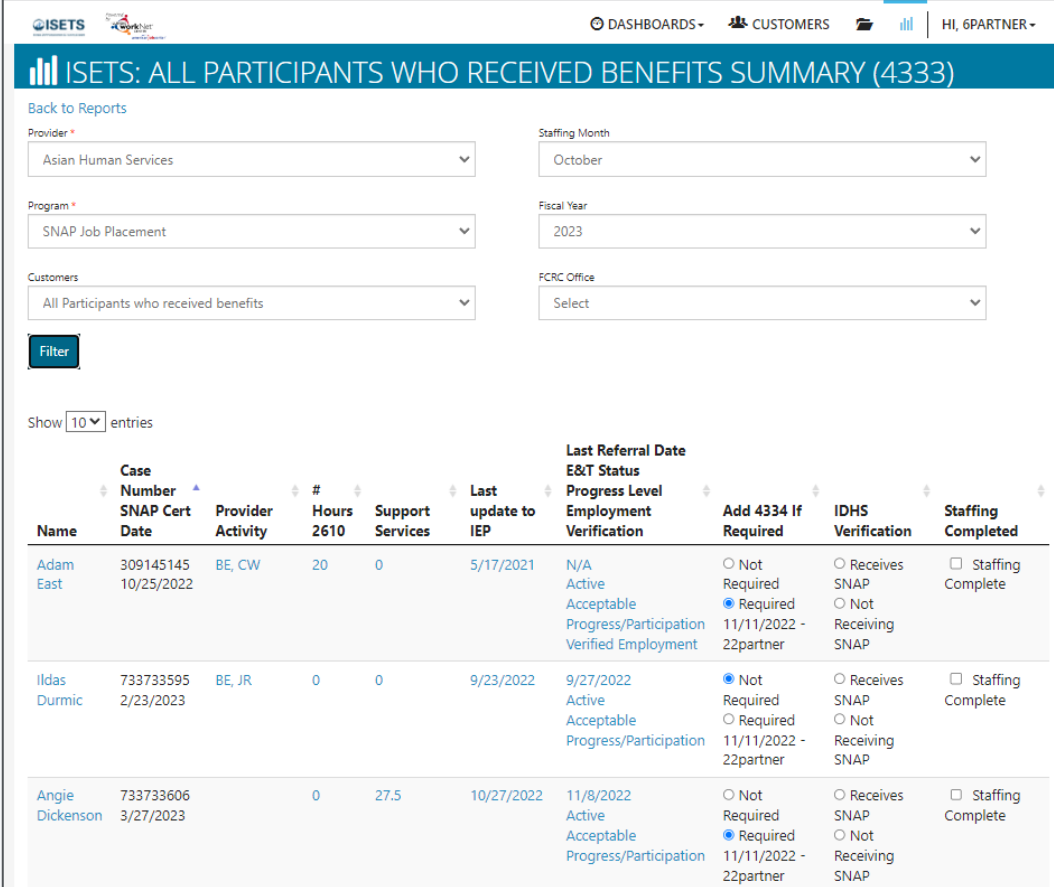
- Verify totals are correct
- Click item to add/edit
- Mark if 4334 is to be included
- IDHS verifies SNAP
- IDHS marks staffing complete

Customers must have:

1. Enrollment
2. Approved Reverse Referral
3. Active E&T status
4. Active Service/Activity
5. Provider associated with activity

TIPS

- 4333 includes employment verification, recert date, and other items from the customer overview



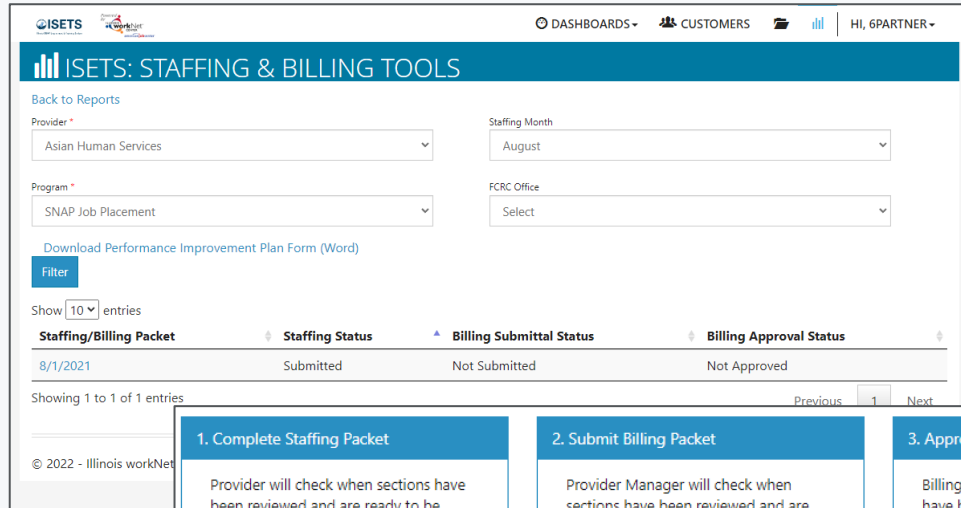
Name	Case Number	SNAP Cert Date	Provider Activity	# Hours 2610	Support Services	Last update to IEP	Last Referral Date	E&T Status	Progress Level	Employment Verification	Add 4334 If Required	IDHS Verification	Staffing Completed
Adam East	309145145	10/25/2022	BE, CW	20	0	5/17/2021	N/A	Active	Acceptable	Progress/Participation	<input type="radio"/> Not Required <input checked="" type="radio"/> Required	<input type="radio"/> Receives SNAP <input type="radio"/> Not Receiving SNAP	<input type="checkbox"/> Staffing Complete
Ildas Durmic	733733595	2/23/2023	BE, JR	0	0	9/23/2022	9/27/2022	Active	Acceptable	Progress/Participation	<input checked="" type="radio"/> Not Required <input type="radio"/> Required	<input type="radio"/> Receives SNAP <input type="radio"/> Not Receiving SNAP	<input type="checkbox"/> Staffing Complete
Angie Dickenson	733733606	3/27/2023		0	27.5	10/27/2022	11/8/2022	Active	Acceptable	Progress/Participation	<input type="radio"/> Not Required <input checked="" type="radio"/> Required	<input type="radio"/> Receives SNAP <input type="radio"/> Not Receiving SNAP	<input type="checkbox"/> Staffing Complete

ISETS STAFFING & BILLING TOOLS

- Select Parameters
- Click month packet
 1. Partner completes
 2. Provider Manager reviews and completes
 3. Billing Manager reviews and requests changes or approves
- Slight variations by program

TIPS

- Workforce Development completes customer staffing independently from Provider Manager review of staffing information.



1. Complete Staffing Packet

Provider will check when sections have been reviewed and are ready to be submitted

- All Participants Who Received Benefits Summary (4333)
- Supportive Services Summary
- Employment Report

Required submission by the 10th of the month following service.

[Submit Staffing Report](#)

Submitted: Praneeth Bommineni 11/17/2022

2. Submit Billing Packet

Provider Manager will check when sections have been reviewed and are ready to be submitted

- All Participants Who Received Benefits Summary (4333)
- Supportive Services Summary

Required submission by the 10th of the month following service.

[Submit Billing Report](#)

3. Approve Billing Packet

Billing staff will check when sections have been reviewed and are ready to be approved

- All Participants Who Received Benefits Summary (4333)
- Supportive Services Summary

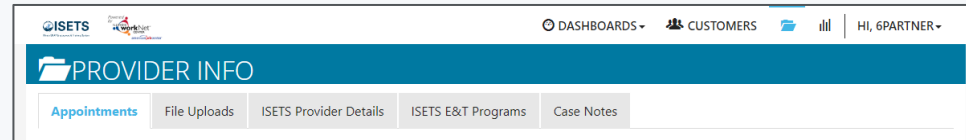
Approval required by the last day of the month following submission.

[Request Changes or More Information](#)

[Reviewed and Approved](#)

PROVIDER INFORMATION

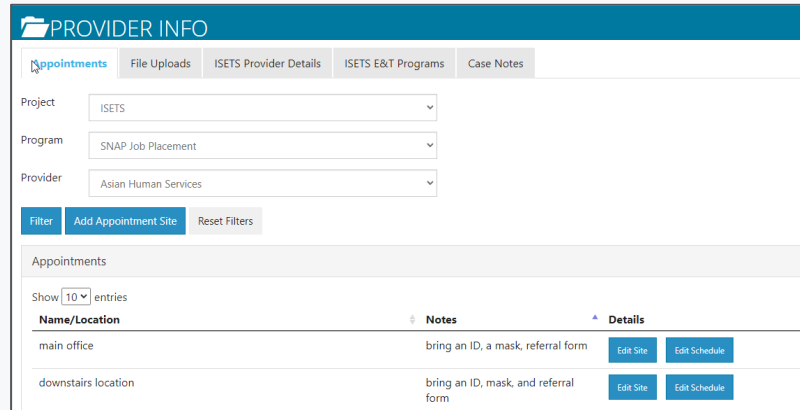
- Appointments
- File Uploads



ISETS Illinois SNAP Employment & Training System
DASHBOARDS CUSTOMERS HI, 6PARTNER

PROVIDER INFO

[Appointments](#)
[File Uploads](#)
[ISETS Provider Details](#)
[ISETS E&T Programs](#)
[Case Notes](#)



PROVIDER INFO

[Appointments](#)
[File Uploads](#)
[ISETS Provider Details](#)
[ISETS E&T Programs](#)
[Case Notes](#)

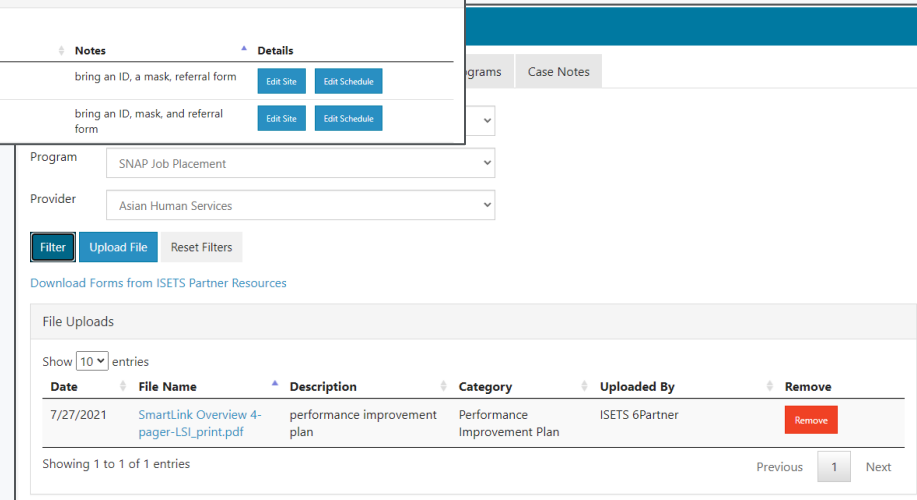
Project: ISETS
 Program: SNAP Job Placement
 Provider: Asian Human Services

[Filter](#)
[Add Appointment Site](#)
[Reset Filters](#)

Appointments

Show 10 entries

Name/Location	Notes	Details
main office	bring an ID, a mask, referral form	Edit Site Edit Schedule
downstairs location	bring an ID, mask, and referral form	Edit Site Edit Schedule



Program: SNAP Job Placement
 Provider: Asian Human Services

[Filter](#)
[Upload File](#)
[Reset Filters](#)

Download Forms from ISETS Partner Resources

File Uploads

Show 10 entries

Date	File Name	Description	Category	Uploaded By	Remove
7/27/2021	SmartLink Overview 4-pager-LSI_print.pdf	performance improvement plan	Performance Improvement Plan	ISETS 6Partner	Remove

Showing 1 to 1 of 1 entries

Previous **1** Next

TIPS

- Schedule Appointments 2 months out
- Select all options possible to ensure the most matches for participants.

PROVIDER INFORMATION

- ISETS Provider Details
- ISETS E&T programs
- Case Notes (Agency)

ISETS
DASHBOARDS ▾
CUSTOMERS
HI, 6PARTNER ▾

PROVIDER INFO

Appointments
File Uploads
ISETS Provider Details
ISETS E&T Programs
Case Notes

PROVIDER INFO

Appointments
File Uploads
ISETS Provider Details
ISETS E&T Programs
Case Notes

Program:

Provider:

Select Print Reset Filters

ISETS Provider Info

PROVIDER NAME: ASIAN HUMAN SERVICES CASE NOTES(6) ▾

ASSOCIATED CONTRACTS

Show 10 entries

Number	Provider	Start Date	End Date	Program Offered	Total Amount
1	Asian Human Services	7/1/2020	6/30/2021	SNAP 2 Success	\$107,000

LOCATIONS

Show 10 entries

Location Name	Address

AUDITS

Show 10 entries

Audit Date	Type	Description	Entered By	Due Date	Status

E&T PROGRAMS

Filter by Contract Number

Show 10 entries

Program Name	Provider	Contract Number	Fiscal Year	Location Name	Program Schedule	Program Offerings	Training Activities	Other Training
SNAP Job Placement	Asian Human Services	4	2021	Asian Human Services	Full Time, Part Time	Only Job Placement Services	WE - Work Experience, JR - Job Readiness, SJ - Supervised Job Search, VT - Vocational Training, CW -	Offer Computer/Digital Literacy Training.

WORKSITES

Show 10 entries

Employer	Worksite	Job Title	Job Type	Wages	Total Openings	Full Time Positions Filled	Part Time Positions Filled
Humphrey	Humphrey	Motorcycle	Permanent	\$17.00	10	1	0

SERVICES

Show 10 entries

Category	Name	Description
N/A	BE - Basic Education (ABE/GED/Bridge)	Adult Basic Education (ABE) programs serve students ages 16 and over who are not enrolled in school and who want to improve their basic skills in reading, writing, math, listening, and speaking.

PROVIDER INFO

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Search by Program Provider Contract Number Fiscal Year

Program:

Filter Reset Filters

Show 10 entries

Program Name	Provider	Contract Number	Fiscal Year	Location Name	Program Schedule	Program Offering	Training Activities	Other Training	Options
SNAP Job Placement	Asian Human Services	4	2021	Asian Human Services	Full Time, Part Time	Only Job Placement Services	WE - Work Experience, JR - Job Readiness, SJ - Supervised Job Search, VT - Vocational Training, CW - Community Workfare, JRS - Job Retention	Offer Computer/Digital Literacy Training, Employability Skills	Edit - Remove

PROVIDER INFO

Appointments
File Uploads
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ISETS E&T Programs
Case Notes

Project:

Program:

Provider:

Select Add Case Note Reset Filters

Case Notes

Show 50 entries

Provider	Contact Date	Subject	Comment	Delivery Method	Entered By	Entered
Asian Human Services	7/23/2021	Test message	The messages will be about the agency. Participants should not be a	As Illinois workNet Message and Email	ISETS 6Partner	7/23/2021 2:37 PM

RESOURCES

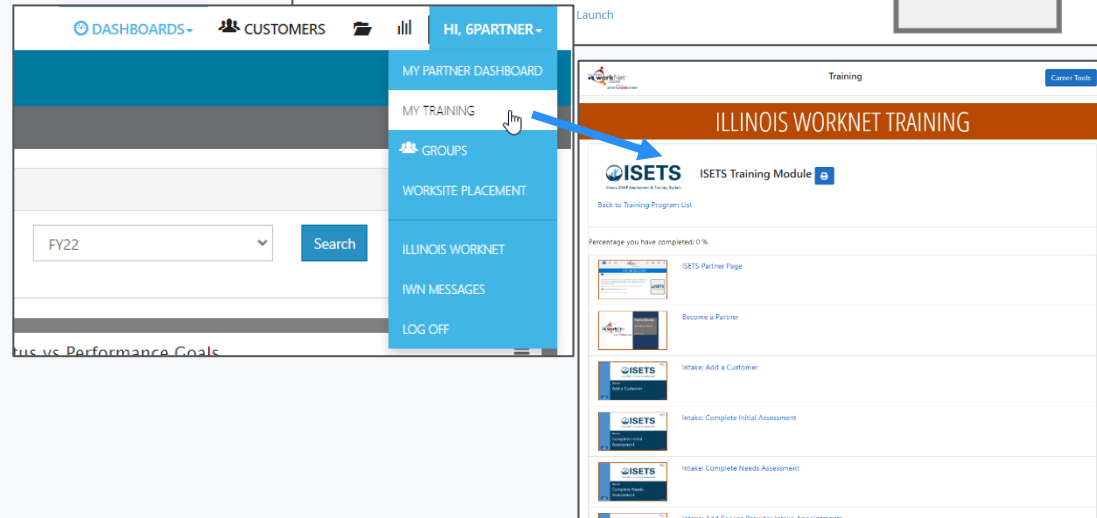
- Partner Page
 - <https://illinoisworknet.com/isetspartners>
- My Training
 - Access by log-in within ISETS

TIPS

- Partner guide has:
 - Instructions
 - System Updates
 - Recordings of TA sessions



The screenshot shows the ISETS Partner Guide page. At the top, there is a navigation bar with a menu icon, the Illinois WorkNet Center logo, and search, language, user, and share icons. Below this is a secondary navigation bar with links for My Dashboard, Messages (177), Bookmarks, Resumes, and Skills & Interests. The main heading is "ISETS PARTNER GUIDE". A back button is visible with the text "Back to Workforce & Education Partner Resources." The main content area contains introductory text: "This guide is intended to be used by Workforce Partners participating in the Illinois SNAP Employment & Training System (ISETS). This site will be updated ongoing as the project progresses and materials are needed. If you send a request for assistance to info@illinoisworknet.com please include a reference to the ISETS program to enable easy routing of your help request." Below this is a note: "Only partner accounts that have been granted access will see this program listed in their Customer list." At the bottom of the main content area, there is a link for "ISETS Dashboards and Partner Tools" and a large ISETS logo on the right side.



The screenshot shows the ISETS Training Module page. At the top, there is a navigation bar with "DASHBOARDS -", "CUSTOMERS", and "HI, 6PARTNER -". Below this is a sidebar menu with options: MY PARTNER DASHBOARD, MY TRAINING (highlighted with a blue arrow), GROUPS, WORKSITE PLACEMENT, ILLINOIS WORKNET, IWN MESSAGES, and LOG OFF. The main content area has a header "ILLINOIS WORKNET TRAINING" and a sub-header "ISETS Training Module". Below this is a "Back to Training Program List" link and a section titled "Percentage you have completed: 0%". The main content area lists several training modules with icons and titles: "ISETS Partner Page", "Become a Partner", "Intake Add a Customer", "Intake Complete Initial Assessment", and "Intake Complete Needs Assessment".

THANKS




Illinois SNAP Employment & Training System



ISETS System Training

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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. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of www.illinoisworknet.com.