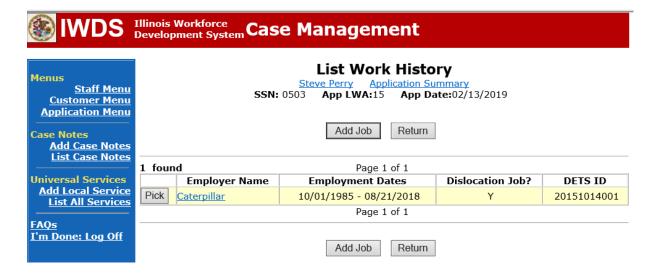# RE-EMPLOYMENT

If a participant returns to work, the new job record and a Returned to Work Status must be entered.

To enter new employment for a participant:

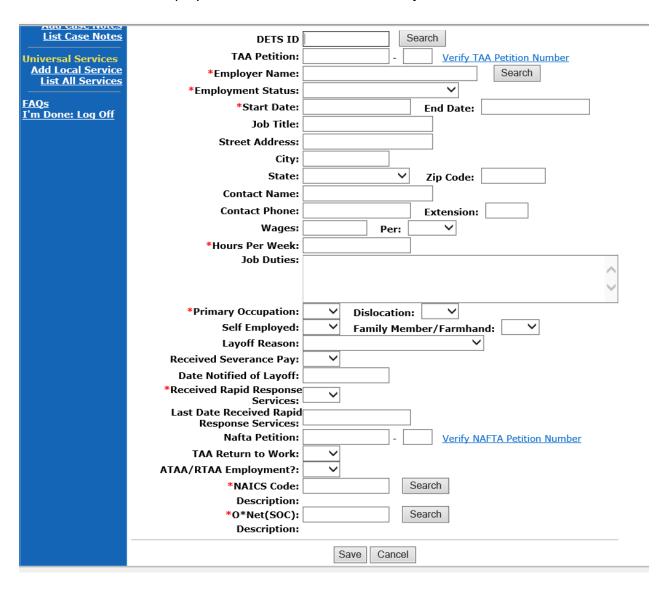Click on **Employment History** on the **Customer Menu** for the participant.

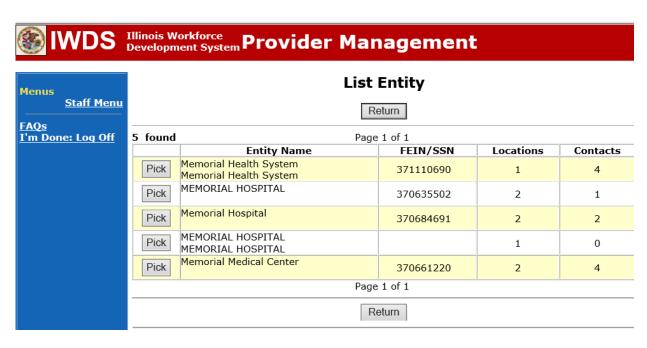Under List Work History, click **Add Job**.

Fill in all information for the new employment. NOTE: There should not be a DETS ID or TAA Petition for the new employment since it is not a dislocation job.

Search for Employer Name by entering a particla name in **Entity Name**.
Click **Search**.

Click **Pick** beside the name of the employer.

Click **Search** beside NAICS Code to find the NAICS code for the new employment.
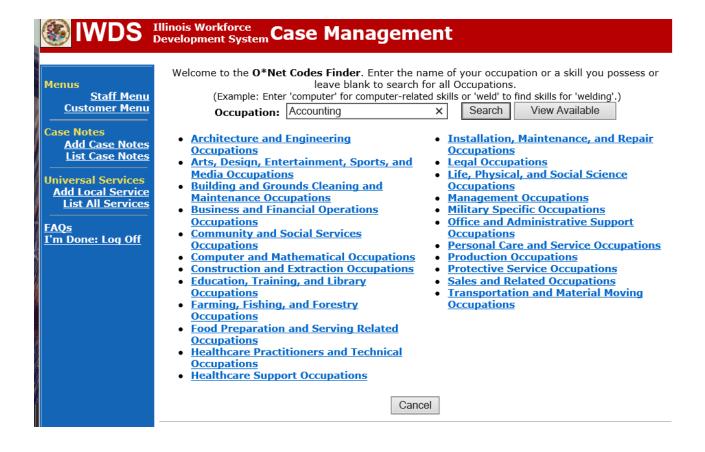Enter the industry.
Click **Search.**

Click **Pick** for the category that matches the employment.

Click **Search** beside **O*Net (SOC)** to search for the O*Net Code for the employment.
Enter the Occupation.
Click **Search.**

Click **Pick** beside the occupational that matches the employment.

Make sure to answer the following questions:

Received Rapid Response – should be answered "No" for this new employment since the participant is not being dislocated from this employment.

TAA Return to Work – should be "Yes" since this participant is a Trade participant.

ATAA/RTAA Employment – should be "No" since this employment is not being entered as ATAA/RTAA employment.

Once all information is complete, Click **Save**.

The new employment has been added to the **List Work History Screen.**

Enter the **Returned to Work Status Record** under **List TAA Status** on the **Application Menu** for the participant.

Click **Add TAA Status**.

Case Management

List TAA Status

Steve Perry   Application Summary

SSN: 0503   **App LWA:**15   **App Date:**02/13/2019

Add TAA Status   Return

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
View	12/01/2021		In Training		Sheila Sloan	12/02/2021
View	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	Sheila Sloan	12/02/2021
View	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
View	02/13/2019		IEP	Approved	Sheila Sloan	11/30/2021

Add TAA Status   Return

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I'm Done: Log Off

Select **Returned to Work** from drop down for **Status.**

Enter **Status Start Date**. This date must match the start date of the employment entered under the Employment History for the RTAA employment.

Enter a dated comment in the **Comment Box** describing the employment.
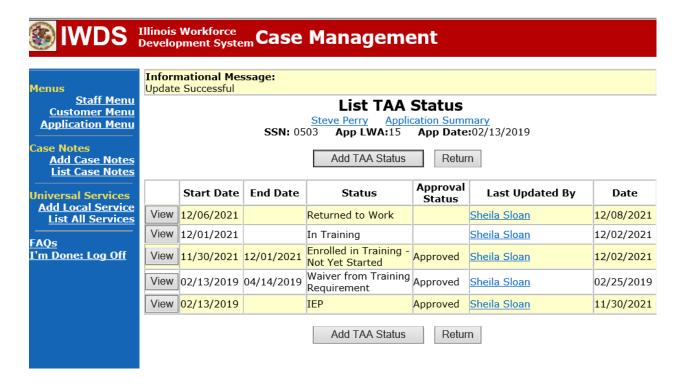
Answer the **TAA Return to work Part Time** Question appropriately. If the employment is part-time, select "Yes". If the employment is full-time, select "No".

Click **Save.**

The **Returned to Work Status** has been added.

IWDS Illinois Workforce Development System Case Management

Informational Message:
Update Successful

List TAA Status
Steve Perry   Application Summary
SSN: 0503   **App LWA:**15   **App Date:**02/13/2019

[Add TAA Status]   [Return]

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
View	12/06/2021		Returned to Work		Sheila Sloan	12/08/2021
View	12/01/2021		In Training		Sheila Sloan	12/02/2021
View	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	Sheila Sloan	12/02/2021
View	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
View	02/13/2019		IEP	Approved	Sheila Sloan	11/30/2021

[Add TAA Status]   [Return]

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Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Initial Trade Case Management Service)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

Click **Add Enrolled Service.**

Select **TAA** for the Title from the drop down list.
Click **Next**.

Select **TAA** for **Title**.
Click **Next.**

IWDS Illinois Workforce Development System **Case Management**

Select Title
Steve Perry   Application Summary
SSN: 0503   **App LWA:** 15   **App Date:** 02/13/2019

*Title: TAA ▾

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Select **Employment and Case Management** for the **Service Level** from the drop down list.
Enter **Start Date**. (Date of entry or date service first provided).
Click **Next**.

IWDS Illinois Workforce Development System **Case Management**

Select Service Level and Start Date
Steve Perry   Application Summary
SSN: 0503   **App LWA:** 15   **App Date:** 02/13/2019

Title: TAA
*Service Level: Employment and Case Management ▾
*Start Date: 11/1/2021   ✕

[< Back]   [Next >]

[Cancel]

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Add Local Service
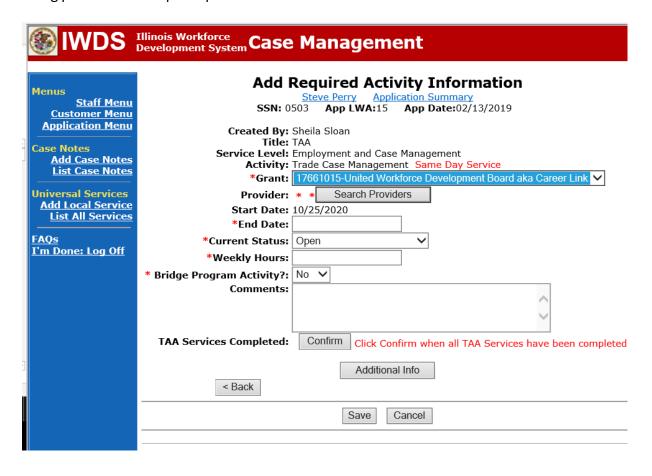**List All Services**

FAQs

Complete all required fields:

Search Providers – Click on the **Search Providers Button** and see instructions below.

End Date – today's date or date service provided.

Current Status – Select Open, Successful Completion or Unsuccessful Completion. Usually this would be marked as Successful Completion.

Weekly Hours – enter estimated number of weekly hours case management is being provided.

Bridge Program Activity – Usually marked "No".

Comments – Enter a dated comment in the comment box describing the case management being provided to the participant.
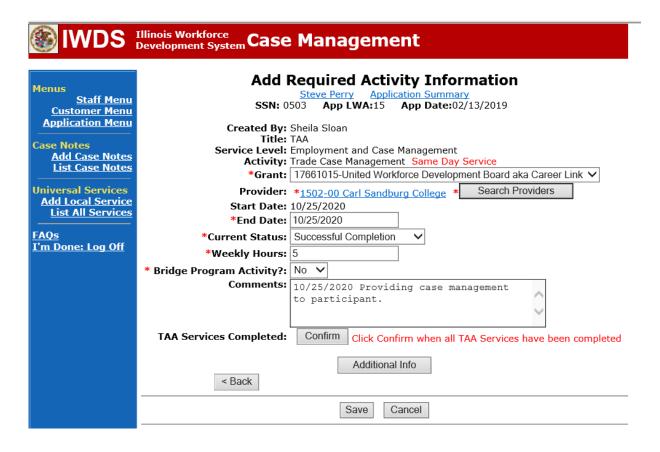
To **Search Providers:**

Click **Show All**

Select **Provider** from list. This should be the LWIA providing the case management service unless there is another organization providing the case management service. If so, select the appropriate provider of the case management service.

Click **Save**.

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

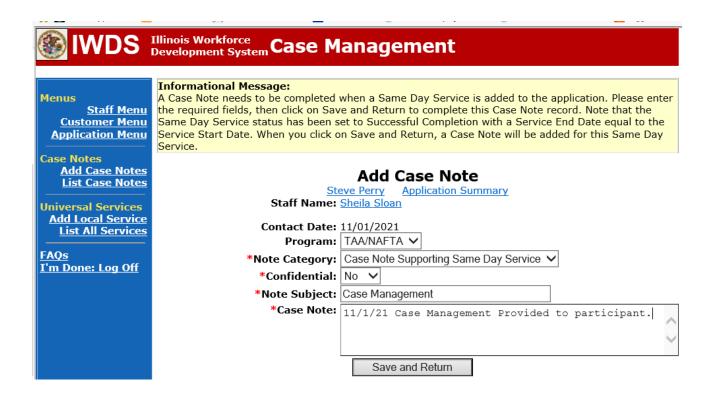**Program** – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

This is the **List Enrolled Services Screen** once you have saved the **Case Management Service Record**.

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.
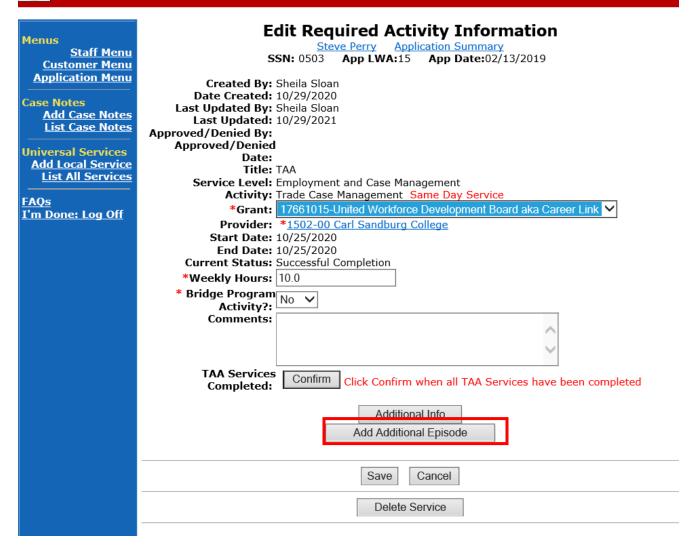
Click on **Trade Case Management – TAA.**

Click **Add Additional Episode**.

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

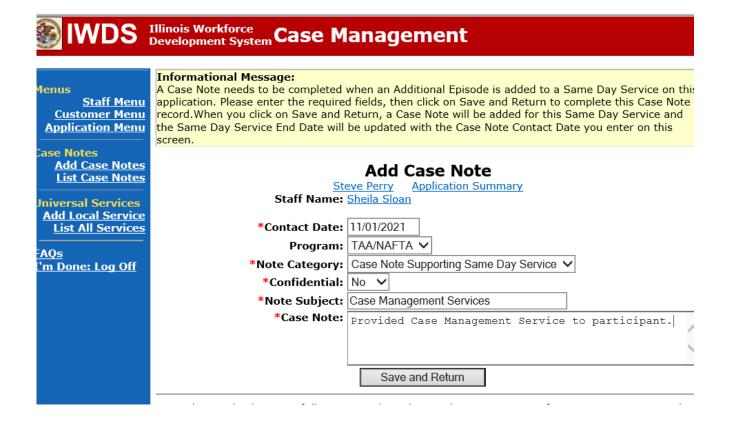**Program** – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

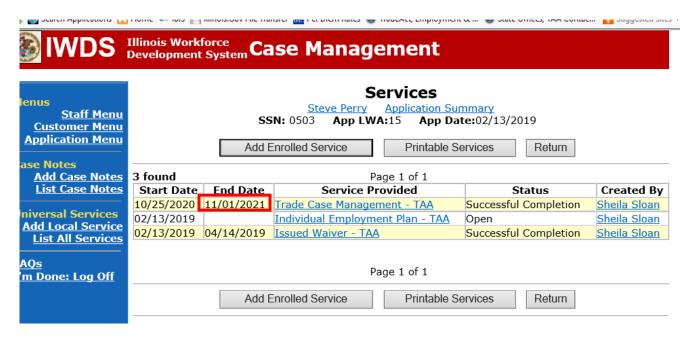**Note Subject** – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

WIOA Application: No entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Initial Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

Click **Add Enrolled Service**.

Select **1DC or 1EC** from the drop down list for **Title**.
Click **Next.**

Select **Career Services** for **Service Level** from the drop down list.
Click **Next.**

IWDS Illinois Workforce Development System **Case Management**

Select Service Level and Start Date

Steve Perry   Application Summary
SSN: 0503   **App LWA:**15   **App Date:**02/13/2019

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Title: 1DC
*****Service Level:** Career Services
*****Start Date:** 11/01/2021

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Cancel

Select **Career Planning (Case Management)** for **Activity** from the dop down list.

IWDS Illinois Workforce Development System **Case Management**

Select Activity

Steve Perry   Application Summary
SSN: 0503   **App LWA:**15   **App Date:**02/13/2019

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I'm Done: Log Off

Title: 1DC
Service Level: Career Services
*****Activity:** Career Planning (Case Management)
Start Date: 11/01/2021
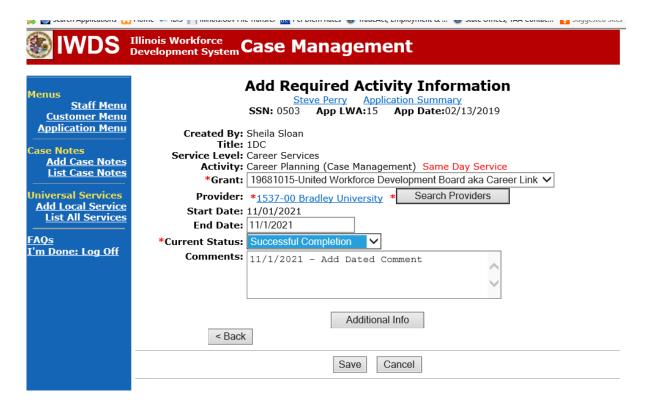
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Cancel

Complete all required fields:

Search Providers – Click on the **Search Providers Button** and see instructions below.

End Date – today's date or date service provided.

Current Status – Select Open, Successful Completion or Unsuccessful Completion. Usually this would be marked as Successful Completion.

Comments – Enter a dated comment in the comment box describing the case management being provided to the participant.

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

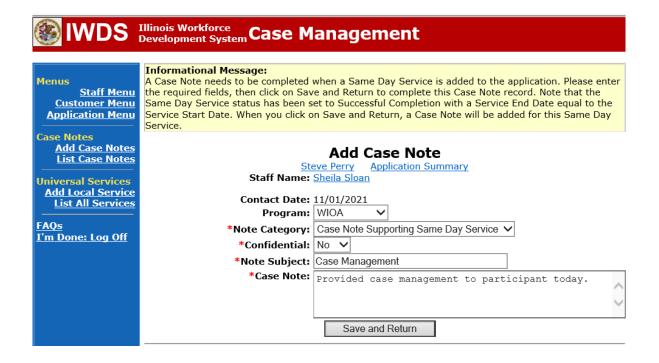**Program** – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.
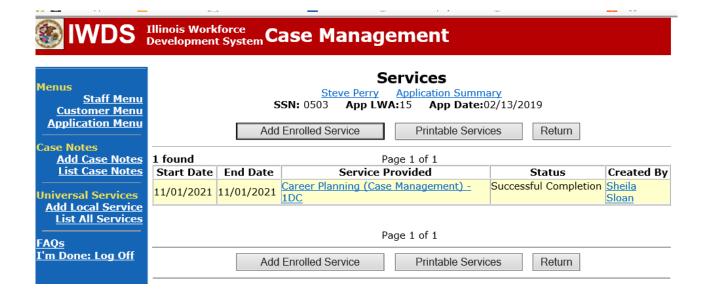
Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

IWDS Illinois Workforce Development System **Case Management**

Informational Message:
A Case Note needs to be completed when a Same Day Service is added to the application. Please enter the required fields, then click on Save and Return to complete this Case Note record. Note that the Same Day Service status has been set to Successful Completion with a Service End Date equal to the Service Start Date. When you click on Save and Return, a Case Note will be added for this Same Day Service.

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Add Case Note
Steve Perry   Application Summary
Staff Name: Sheila Sloan

Contact Date: 11/01/2021
Program: WIOA
*__Note Category:__ Case Note Supporting Same Day Service
*__Confidential:__ No
*__Note Subject:__ Case Management
*__Case Note:__ Provided case management to participant today.

Save and Return

NOTE: Any additional WIOA funded services being provided to the participant need to be entered on the WIOA application on IWDS.

This is the **List Enrolled Services Screen** once you have saved the **Career Planning (Case Management) Service Record**.

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).
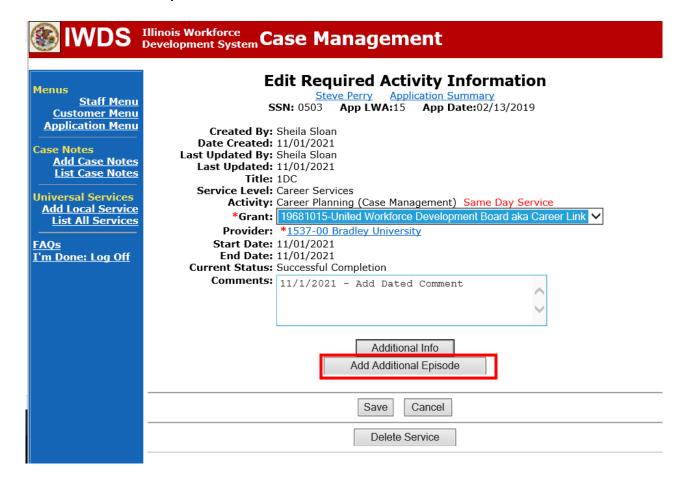
Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

Click on **Career Planning (Case Management) – 1DC.**

Click **Add Additional Episode.**

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.