

# Illinois Workforce Development System

# REFERRAL RELATIONSHIP GUIDE



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**WIOA**

americanjobcenter



# REFERRALS THAT WORK PARTNERSHIPS THAT DELIVER

## PURPOSE

This guide aims to enhance referral relationships within the Illinois workforce ecosystem. It is designed to promote a clear understanding of workforce programs and service eligibility criteria. By doing so, partners in the Illinois workforce system can ensure seamless service delivery, including co-enrollment when appropriate.

## INTENTION

### **This Guide Is:**

- **A voluntary tool to help state and local staff and partners identify programs to support high-quality referrals.**
- **A listing of the most common workforce development programs in Illinois with high-level program descriptions and basic eligibility criteria.**

### **This Guide Is Not:**

- **A replacement for building strong local partnerships for high-quality referrals.**
- **A mandated standard process.**
- **Intended to replace specific program eligibility determination.**



## AUTHORS

This guide was created by the Illinois Referral Group, which comprises representatives of all WIOA core partners who share the responsibility to create and convey state-level expectations and standards for high-quality equitable referrals accomplished through partner collaboration across the Illinois workforce system.

## IMPLEMENTATION

By using this guide and other tools, partners will strive to provide customers with continuous and collaborative customer service throughout their journey in the Illinois workforce ecosystem.

## DEFINITIONS

### Referral Relationships

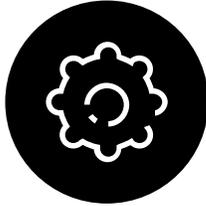
To accomplish high-quality referrals within the Illinois workforce ecosystem, referrals must be grounded in local customer referral collaborations. A customer referral collaboration is a strategic partnership where partners refer customers to each other, going beyond simple referrals to ensure customer needs are met. This involves coordinating referrals, sharing resources, and strategizing together for customer success.

### Referrals

A referral is a process by which an individual or organization directs a customer to another entity for specific services. The purpose of a referral is to connect an informed customer with resources that best address their needs or requirements, enhancing the likelihood of a satisfactory outcome for the customer.

***To accomplish high-quality referrals with mutual benefits to customers and partners, referrals go beyond introductions to meet the customer's needs.***

# GUIDE BREAKDOWN



## REMEMBER

Although a customer may meet the basic eligibility requirements within this guide, Local Partners will help customers understand that an Eligibility Review will follow the referral. Although they may be eligible, additional information will be needed.



# PROGRAM INFORMATION CONTAINS:

1

## PROGRAM NAME

Brief description of services offered

2

## ELIGIBILITY

Basic Eligibility Information

- Description of who the program serves
- High-level eligibility criteria

3

## CONTACT INFO

- State Agency contact information
- Local Partner: Customize your guide by filling in your local partner information.

## Customize the Guide

This guide is meant to help local practitioners understand the basic eligibility criteria for the Illinois Workforce Development Landscape. However, understanding who is responsible at the local level for each program is essential to referral relationships. Each partner is encouraged to add their contact information, and it is suggested this resource is reviewed quarterly to ensure contact information is updated in a timely manner.

## How to Use the Guide



### Option 1: Use the Table of Contents

Links in the Table of Contents allow users to jump to a specific program.



### Option 2: Use the Search Feature

*For a PC (Windows, etc.):*

- Using your keyboard, press Ctrl and the F keys (Ctrl + F) at the same time.
- A search window will appear.
- Using the text line within the search window, type specific words (program names, eligibility criteria, etc.) and press enter.
- This search feature will now show you every instance the word(s) you searched are in the document.

*For a Mac (Apple):*

- Using your keyboard, press Command ⌘ and the F keys (Ctrl + F) at the same time.
- A search window will appear.
- Using the text line within the search window, type specific words (program names, eligibility criteria, etc.) and press enter.
- This search feature shows you every instance the word(s) you searched are in the document.

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# PROGRAMS

## WIOA Self-Accessed Career Services

### Services Provided:

- Career services to individuals via self-service access to Illinois workNet or an American Job Center.\*

\*Please note that individuals who only access the self-service system or receive information are not considered enrolled under WIOA and, therefore, will not meet co-enrollment requirements.

### Basic Eligibility:

- Serves: Any individual
- Criteria:
  - None; This self-service resource is available to everyone.



### CONTACT INFORMATION:

**State Agency:** Department of Commerce and Economic Opportunity [Office of Employment Training](#)

#### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# WIOA Title IB: Adult

## Services Provided:

- Career services, job training, and related services are provided for adults eligible to work in the U.S., prioritizing low-income and other populations with barriers to employment.

## Basic Eligibility:

- **Serves:** Adults 18+
- **Criteria:**
  - Adults who are 18+ years old, **and**
  - Eligible to work in the United States, **and**
  - Selective service compliant (if applicable).
  - Priority is given to recipients of public assistance, other low-income individuals, and individuals who are basic-skills deficient.



## CONTACT INFORMATION:

State Agency: Department of Commerce and Economic Opportunity [Office of Employment Training](#)

### Local Partner:

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



# WIOA Title IB: Dislocated Worker

## Services Provided:

- Career services, job training, and related services to adults eligible to work in the U.S. and are unemployed at no fault of their own.

## Basic Eligibility:

- **Serves:** Adults 18+
  - **Criteria:**
    - Adults who are 18+ years old, **and**
    - Eligible to work in the United States, **and**
    - Selective service compliant (if applicable) **and**
- At least one of the following:**
- Received a notice of layoff.
  - Out of work through no fault of their own.
  - Spouses of active-duty service members.
  - Displaced Homemaker.
  - Recently separated veterans of the armed forces.



## CONTACT INFORMATION:

**State Agency:** Department of Commerce and Economic Opportunity [Office of Employment Training](#)

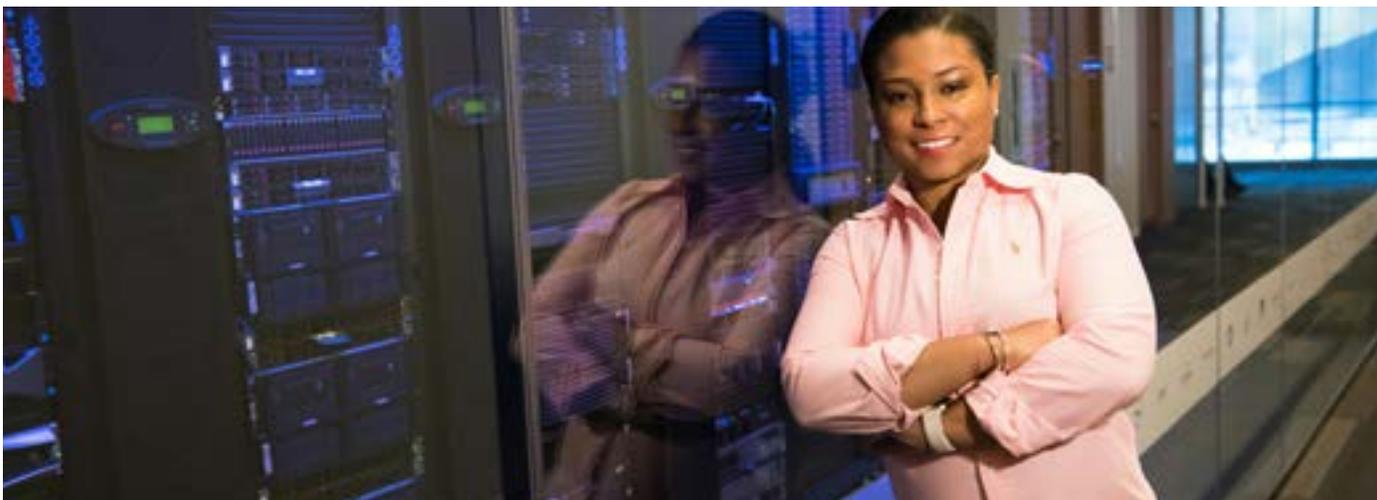
### Local Partner:

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



# WIOA Title IB: Youth Out-of-School

## Services Provided:

Career services, job training, and related services to unemployed or underemployed youth eligible to work in the U.S. but not in school.

## Basic Eligibility:

- **Serves:** Out of School Youth 16 – 24
- For purposes of WIOA, providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, and dropout re-engagement programs are not considered to be schools for the purposes of determining school status. However, there is one exception. Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs funded by the public K–12 school system that are classified by the school system as still enrolled in school, are considered to be In-School Youth.

- **Criteria:**
  - Eligible to work in the United States, **and**
  - Selective service compliant (if applicable), **and**
  - Youth that are not attending any school and are between the ages of 16-24 at the time of enrollment with **at least one of the following barriers:**
    - High school dropout
    - Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
    - A recipient of a high school/high school equivalent diploma who is a low-income individual and is:
      - Basic skills deficient; or
      - An English language learner.
      - Justice involved

- Homeless
- Runaway
- Foster care or individuals who had been in foster care
- Pregnant or parenting
- Individuals with a disability
- A low-income individual needing additional assistance to enter or complete an educational program or secure or hold employment\*\*

\*\* The local board may establish definitions and eligibility documentation requirements for the “requires additional assistance to enter or complete an educational program, or to secure and hold employment” criterion.



## CONTACT INFORMATION:

**State Agency:** Department of Commerce and Economic Opportunity [Office of Employment Training](#)

### Local Partner:

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# WIOA Title IB: Youth In-School

## Services Provided:

Career services, job training, and related services are provided to eligible Youth who are eligible to work in the U.S. and are currently in school.

## Basic Eligibility:

- **Serves:** Youth 14-21 Currently Attending School
  - For purposes of WIOA, providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, and dropout re-engagement programs are not considered to be schools for the purposes of determining school status. The only exception is if the high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, is funded by the public K-12 school system.
- **Criteria:**
  - Eligible to work in the United States, **and**
  - Selective service compliant (if applicable), **and**
  - Low-income or lives in a high-poverty area\*, **and**
  - Youth that are attending school (including secondary and postsecondary), and between the ages of 14-21 at the time of enrollment with **at least one of the following barriers:**
    - Basic skills deficient
    - English language learners
    - Justice involved
    - Homeless
    - Runaway
    - Foster care or individuals who had been in foster care
    - Pregnant or Parenting
    - Individuals with a disability
    - An individual needing additional assistance to complete an educational program or secure or hold employment\*\*

\* WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria.

\*\* The local board may establish definitions and eligibility documentation requirements for the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion. This criterion can only be used when no other youth barriers exist. Additionally, less than five (5) percent of ISY enrollment per program year may utilize and report this barrier as the sole reason for eligibility determination.



## CONTACT INFORMATION:

**State Agency:** Department of Commerce and Economic Opportunity [Office of Employment Training](#)

### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# Clean Jobs Workforce Network



### Services Provided:

Thirteen Workforce Hubs across Illinois that offer training, certification preparation, and skill development for entry-level jobs in clean energy-related industries such as solar, wind, energy efficiency and Electric Vehicle maintenance.

### Basic Eligibility:

- **Serves:** Persons that are 18+
- **Criteria:**
  - **A Customer must:**
    - Reside in an area that is:
    - Both an \*R3 Area and an \*\*EJ community; **or**
    - Either an \*R3 Area or an \*\*EJ community.
    - Use this map to determine if participants are in a EJ or R3 community - <https://univofillinois.maps.arcgis.com/apps/interactivelegend/index.html?appid=ccc2944580f74cf096a22ff6a4d505c8>
  - **Or a customer must:**
    - Qualifies as eligible to participate as follows:
      - Meets the definition of a displaced energy worker; **or**
      - Is a person who faces barriers to employment, including but not limited to, low educational attainment, prior

involvement with the criminal legal system, language barriers, **or**

- A person who is a graduate or current member of the foster care system

\*An R3 Community: The definition for R3 Community is: Restore. Reinvest. Renew Communities are census tracts declared as R3 by the Illinois General Assembly under the Cannabis Regulation and Tax Act (2019). R3 areas were identified via an analysis of community-level data on gun injury, child poverty, unemployment, and state prison commitments and returns, combined with Disproportionately Impacted Areas identified by the Illinois Department of Commerce and Economic Opportunity (DCEO).

\*\*An EJ is Environmental Justice communities and are census blocks that are declared as areas of environmental justice concern based on environmental and socio-economic factors.



### CONTACT INFORMATION:

**State Agency:** Department of Commerce and Economic Opportunity [Office of Employment Training](#)

**Local Partner:**

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# Climate Works Pre-Apprenticeship

**Services Provided:**

Training to prepare people to succeed in apprenticeship programs in construction and building trades that are expected to see clean energy job growth. Participants also receive barrier reduction services.

**Basic Eligibility:**

**Serves:** Equity-focused populations including:

- Persons residing in equity investment eligible communities
- Low-income persons
- Persons who identify as black, Indigenous, and people of color
- Formerly incarcerated persons
- Persons who are or were in the child welfare system
- Displaced energy workers
- Dependents of displaced energy workers
- Women
- Person who identifies with LGBTQ+, transgender, or gender nonconforming communities
- Persons with disabilities and members of any of these groups who are also youth.

**Criteria:**

- Are aged sixteen (16) or above **and meet one of the three (3) criteria bulleted below:**
- Live in an EJ\*\* or R3\* community; **or**
- Are current or former foster care system members; **or**
- Have been formerly incarcerated; **and**
- Have a diploma or equivalent or be enrolled in a program where they are working towards one.

\*An R3 Community: The definition for R3 Community is: Restore. Reinvest. Renew Communities are census tracts declared as R3 by the Illinois General Assembly under the Cannabis Regulation and Tax Act (2019). R3 areas were identified via an analysis of community-level data on gun injury, child poverty, unemployment, and state prison commitments and returns, combined with Disproportionately Impacted Areas identified by



the Illinois Department of Commerce and Economic Opportunity (DCEO).

\*\*An EJ is Environmental Justice communities and are census blocks that are declared as areas of environmental justice concern based on environmental and socio-economic factors.



**CONTACT INFORMATION:**

**State Agency:** Department of Commerce and Economic Opportunity [Office of Employment Training](#)

**Local Partner:**

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



# Job Training and Economic Development Program (JTED)

# Adult Focus

**Services Provided:**

JTED aims to address the economic impacts experienced by employers and individuals who are either under-employed, unemployed, or under-represented individuals, including youth with one or more barriers to employment by providing career pathway opportunities and support services and barrier reduction needed for successful re-entry or advancement into the labor force.

**Basic Eligibility:**

- **Serves:** Adults 18+
- **Criteria:**
  - Unemployed, under-employed, or under-represented adults who need the training to access employment or skill upgrades to advance in their employment.
  - 18 years or older, reside in Illinois, and are eligible to work in Illinois at the completion of the program

Priority is given to immigrants and refugees, justice-involved individuals, and rural residents.



**CONTACT INFORMATION:**

**State Agency:** Department of Commerce and Economic Opportunity [Office of Employment Training](#)

**Local Partner:**

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



# Job Training and Economic Development Program (JTED) | Youth Focus

**Services Provided:**

JTED aims to address the economic impacts experienced by employers and individuals who are either under-employed, unemployed, or facing one or more barriers to employment by providing career pathway opportunities and support services and barrier reduction needed for successful re-entry or advancement into the labor force.

**Basic Eligibility:**

- **Serves:** Youth 16-24 who reside in Illinois and are eligible to work in Illinois at the completion of the training program.
- **Criteria:**
- Youth that are attending school (including secondary and postsecondary), low-income, and between the ages of 16-24 at the time of enrollment **with at least one of the following barriers:**
  - Unemployed,
  - Under-employed, or
  - At-risk in-school and out-of-school youth ages 16-24
- DCEO has identified priorities, including services targeted to immigrants and refugees, justice-involved individuals, and rural residents.



**CONTACT INFORMATION:**

**State Agency:** Department of Commerce and Economic Opportunity Office of Employment Training

**Local Partner:**

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Community Services Block Grant (CSBG)

### Services Provided:

The CSBG program is designed to provide a range of services which assist low-income people to attain skills, knowledge and motivation necessary to achieve self-sufficiency. The program also may provide low-income people immediate life necessities such as food, shelter, medicine, etc.

For more information regarding CSBG please visit: <https://dceo.illinois.gov/communityservices/csb.html>



### CONTACT INFORMATION:

**State Agency:** Office of Community Services  
<https://dceo.illinois.gov/communityservices/csb.html>

#### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Title II: Adult Education & Literacy

### Services Provided:

Education services to assist adults in improving their basic skills - with a focus on Foundational Skill Development, completing a High School Diploma, or improving English language literacy in order to transition to postsecondary education, training, or the workforce.

### Basic Eligibility:

- Serves: 17+ Adults
- Criteria:
  - Eligibility is determined by meeting **at least one of the following:**
    - 17 or older and not enrolled in K-12 education, or
    - Lacks a high school diploma, **or**
    - Needs to improve foundational skills in reading or math as determined by an appropriate assessment such as the TABE or CASA, **or**
    - English Language Learner.
  - Note: Potential students who are 17 years of age must have a letter of separation from their local school district.



### CONTACT INFORMATION:

#### State Agency:

- Illinois Community College Board (ICCB) – <http://iccb.org>
- To locate an adult education, High School Equivalency program, or English Language Acquisition program, please go to <https://yourpathyourfuture.org/>

#### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Career and Technical Education (Perkins V)

### Services Provided:

These programs develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in CTE programs.

### Basic Eligibility:

- **Serves:** Secondary and postsecondary students.
- **Criteria:** To be eligible for allowable support, students must be a member of **at least one of the following special populations as defined by Perkins:**
  - Individuals with disabilities, **or**
    - Individuals from economically disadvantaged families, **or**
    - Individuals preparing for non-traditional fields, **or**
    - Single parents, including single pregnant women, **or**
    - Out-of-workforce individuals, **or**
    - English learners, **or**
    - Homeless individuals, **or**
    - Youth who are in, or have aged out of, the foster care system, **or**
    - Youth with a parent who is a member of the armed forces and is on active duty.



### CONTACT INFORMATION:

#### State Agency:

- Illinois Community College Board (ICCB)  
– <http://iccb.org>
- To find a Career and Technical Education, go to: <https://illinoispostsecondaryprofiles.com/>.
- Another option is included here: <https://www2.iccb.org/students/your-college-plan/finding-a-college/>

#### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



# Title III: Wagner-Peyser Employment Services

**Services Provided:**

Provides basic career services and referrals to individuals seeking employment; assists businesses seeking to fill open positions; operates a free, online job board: Illinois JobLink, and, through the State Monitor Advocate system, makes sure that migrant and seasonal farmworkers are equitably served by the public workforce system.

**Basic Eligibility:**

**Serves:** Unemployment Insurance claimants, any job seeker, businesses.

**Criteria:** None, this service resource is available to everyone.



**CONTACT INFORMATION:**

**State Agency:**

- Illinois Department of Employment Security (IDES) - <https://ides.illinois.gov/jobs-workforce.html>

**Local Partner:**

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Unemployment Insurance

### Services Provided:

Provides individuals who have lost a job through no fault of their own with monetary assistance until they can secure future employment.

### Basic Eligibility:

- **Serves:** Eligible unemployed people
- **Criteria:**
  - Monetary eligibility **and**
  - Eligible reason for job separation.



### CONTACT INFORMATION:

#### State Agency:

- Illinois Department of Employment Security (IDES) - <https://ides.illinois.gov/unemployment.html>

#### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Jobs for Veterans State Grant Program

### Services Provided:

Provides individualized career services to veterans with significant barriers to employment and conducts outreach to employers to develop job opportunities for veterans.

### Basic Eligibility:

- **Serves:** Eligible veterans with significant barriers to employment.
- **Criteria:**
  - Must be either an eligible vet or eligible spouse **and**
  - Have **at least one of the following** eligible barriers to employment (self-attestation is allowed).
    - Unemployed
    - Has a recognized disability
    - Is a Vietnam-era veteran.
    - Is recently separated from active duty within the last three years.
  - Referral from the U.S. Department of Veterans Affairs.
  - Experiencing homelessness
  - Justice-involved
  - Between the ages of 18–24 years of age at the time of enrollment.
  - Lacking a high school diploma or equivalent certificate.

- Low-income individual.
- Heads of single-parent households containing at least one dependent child.
- Indicates that they are interested in services from an IDES Veterans Career Coach.



### CONTACT INFORMATION:

#### State Agency:

- Illinois Department of Employment Security (IDES) – <https://ides.illinois.gov/jobs-workforce/veterans.html>

#### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Title IV: Vocational Rehabilitation

### Services Provided:

Title IV assists people with disabilities in preparing for, finding, and maintaining quality, competitive, integrated employment that pays a living wage and offers opportunities for advancement. This includes assistance with job search, job coaching, job retention, supported employment, and customized employment training for employment.

### Basic Eligibility:

- **Serves:** Individuals with disabilities seeking assistance in obtaining employment.
- **Criteria:**
  - An individual who
    - has a disability that results in a substantial impediment to employment; **and**
    - has a desire to become employed; **and**
    - can legally work within the United States; **and**
    - has been determined to require vocational rehabilitation services to achieve an employment outcome.



### CONTACT INFORMATION:

#### State Agency:

- Illinois Department of Human Services (IDHS) Division of Rehabilitation Services (DRS) DRS web page: <https://www.dhs.state.il.us/page.aspx?item=51120>
- DRS web referral: <https://wr.dhs.illinois.gov/wrpublic/wr/dynamic/referral.jsf>
- DRS Office Locator: [www.dhs.state.il.us/page.aspx?module=12&officetype=&county=](http://www.dhs.state.il.us/page.aspx?module=12&officetype=&county=)

#### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# Temporary Assistance for Needy Families Employment & Training (TANF E&T)

## Services Provided:

The Employment & Training (E&T) program assists TANF participants in gaining skills, training, work or experience that will increase their ability to obtain regular employment.

## Countable activities include:

- High School Equivalency/GED program for teen parents and adults
- Associate/Bachelor's Degree Program
- Community Service
- Work Experience
- Employment (Self, Subsidized or Unsubsidized)
- Vocational Training
- Job Search and Job Readiness
- Job Skills Training Related to Employment (non-core)
- Education Directly Related to Employment (non-core)

## Basic Eligibility:

- **Serves:** All work-eligible TANF customers are required to work or participate in work-related activities or a barrier-reduction activity. Exempt or non-work-eligible TANF customers may voluntarily participate in these activities. Activities are highly structured, monitored, and documented to meet accountability requirements.
- **Criteria:**
  - **Residency:** Applicants must be residents of Illinois and provide proof of residency, such as a valid state ID or utility bills.
  - **Income:** TANF is intended for families with limited income and resources. Applicants must meet income eligibility requirements, which are typically based on the federal poverty guidelines and vary depending on family size. Income limits may also take into account factors such as household expenses and the number of dependents.
  - **Asset Limit:** Applicants may be subject to asset limits, which restrict the amount of assets (such as cash, bank accounts, and property) they can own and still qualify for TANF benefits. The asset limits vary by state.
  - **Work Requirements:** In some cases, applicants may be required to participate

in work-related activities, such as job training, education, or employment, as a condition of eligibility for TANF benefits. Work requirements aim to help recipients achieve self-sufficiency and transition to stable employment.

- **Household Composition:** TANF benefits are typically available to families with children under the age of 18 (or 19 if they are full-time students). Pregnant women may also be eligible for assistance. The composition of the household, including the number of children and other dependents, may affect eligibility and benefit amounts.
- **Other Factors:** Additional eligibility criteria may apply, depending on the specific requirements of the Illinois TANF program. These may include citizenship or immigration status, cooperation with child support enforcement, and compliance with program rules and requirements.



## CONTACT INFORMATION:

### State Agency:

- Illinois Department of Human Services (IDHS), Family and Community Services (FCS)
  - IDHS contracts with providers for individuals receiving TANF (Temporary Assistance for Needy Families) who need assistance with developing job-related skills necessary for obtaining employment and becoming self-sufficient.
  - IDHS provider and customer page. [IDHS: Illinois Department of Human Services \(state.il.us\)](https://www.idhs.state.il.us)

### Local Partner:

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)

### Services Provided:

SNAP E&T programs offered in Illinois help individuals receiving SNAP benefits obtain employment through participation in job search, skills training, education, and employment activities that lead to greater independence and self-sufficiency.

Customers who volunteer to participate in SNAP E&T must take part in one or more of the following components. Services must also include case management, which is a mandatory component for all SNAP E&T participants, and any needed supportive services.

- Non-Education, Non-Work Components
- Supervised Job Search
- Job Search Training
- Job Retention
- Community Workfare
- Educational Components
- Basic Education (HS, GED or ABE)
- Vocational Training
- English Language Acquisition
- Work Readiness Training
- Work Experience Components
- On-the-Job Training
- Internship
- Transitional Jobs
- Transitional Jobs – Earnfare (may be required for individuals who are court-ordered to participate)

### Basic Eligibility:

#### Serves:

Individuals and households receiving Supplemental Nutrition Assistance Program (SNAP) benefits who are seeking employment or training opportunities to improve their job prospects and achieve self-sufficiency.

#### Criteria:

- Recipient of SNAP Benefits: Individuals must be recipients of SNAP benefits (formerly known as food stamps) to be eligible for participation in the SNAP E&T program.
- Work-Eligible Individuals: Participation in SNAP E&T may be required for certain work-eligible SNAP recipients, particularly able-bodied adults without dependents (ABAWDs) between the ages of 18 and 49 who are not exempt from work requirements. Exemptions from work requirements may apply to individuals who are pregnant, medically certified as physically or mentally unfit for employment, caring for a dependent child or incapacitated household member, participating in certain other programs, or meeting other specified criteria.
- Voluntary Participation: While some individuals may be required to participate in SNAP E&T activities as a condition of receiving benefits, participation is often voluntary for other SNAP recipients who are eligible but not subject to work requirements.

# SNAP E&T (CONTINUED)

- **Barriers to Employment:** SNAP E&T programs typically target individuals facing barriers to employment, such as lack of education or job skills, limited work experience, disabilities, language barriers, or other challenges.
- **Employment Goals:** Participants in SNAP E&T programs are typically required to have employment goals and demonstrate a willingness to participate in activities aimed at improving their employability and job prospects.
- **Illinois-Specific Requirements for SNAP Employment and training Eligible or receiving SNAP benefits:** Not receiving cash assistance through TANF Age 18 or older, Able to work at least 20 hours a week, or will be able to do so within the next 6 months, or Able to participate in SNAP E&T immediately.



## CONTACT INFORMATION:

### State Agency:

- Illinois Department of Human Services (IDHS), Family and Community Services (FCS)
  - IDHS contracts with providers for individuals receiving SNAP (Supplemental Nutrition Assistance Program) who need assistance with developing job-related skills necessary for obtaining employment and becoming self-sufficient. This is a voluntary program.
  - IDHS provider and customer page. [IDHS: Illinois Department of Human Services \(state.il.us\)](https://www.idhs.gov/illinois-department-of-human-services/state.il.us)

### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Senior Community Services Employment Program

### Services Provided:

A community service and work-based job training program for older Americans, authorized by the Older Americans Act.

### Basic Eligibility:

**Serves:** The program provides training for low-income, unemployed older Americans and supportive services that allow them to participate in the training and have access to employment assistance.

### Criteria:

- Age: Must be aged 55 or older to be eligible.
- Income: Must be at or below 125% of the federal poverty level.
- Employment Status: Participants must be unemployed at the time of enrollment in the program.
- Legal U.S. Resident: Participants must be legal residents of the United States or eligible non-citizens.
- Priority Groups: While SCSEP is open to all eligible individuals aged 55 and older, priority may be given to certain groups, such as veterans, individuals with disabilities, individuals with limited English proficiency, formerly incarcerated, and individuals residing in rural areas or areas with high unemployment rates.



### CONTACT INFORMATION:

#### State Agency:

- Illinois Department on Aging (IDoA)-  
<https://ilaging.illinois.gov/programs/employ.html>
- Luis A. Rodriguez, Title V Coordinator
- Phone: 217-782=1889
- Email: luis.rodriguez3@illinois.gov

#### Local Partner:

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# WIOA Title IC: Job Corps

## Services Provided:

A national program that operates in partnership with States and communities, Local Workforce Innovation Boards, to provide academic, career and technical education, service- learning, and social opportunities primarily in a residential setting, for low- income young people. Illinois has Job Corps Centers in Chicago and Peoria.

## Basic Eligibility:

**Serves:** Ages 16 to 24

### Criteria:

- Age: 16 – 24; individuals who are 24 years old may enroll in Job Corps up until their 25th birthday, provided they are accepted into the program before turning 25.
- Must be either a U.S. citizen, national or legal resident, or individuals who are admitted as refugees or granted asylum. Documentation of citizenship or legal residency status may be required during the application process.
- Low-Income Status: Must meet income eligibility guidelines set by the federal government, which are typically based on household size and income relative to the federal poverty level.
- Education Level: those who have not completed high school or obtained a high school diploma or equivalent (such as a GED). Some Job Corps centers may have specific educational requirements or preferences for certain programs or trades.
- Motivation and Commitment: must demonstrate motivation and a willingness to participate in the Job Corps program, including completing the required education and training components, adhering to program rules and regulations, and actively seeking employment opportunities upon completion of the program.
- Criminal Background: are subject to a criminal background check. While certain criminal convictions may not automatically disqualify individuals from participating in Job Corps, applicants with serious criminal histories may be ineligible for enrollment.



## CONTACT INFORMATION:

### State Agency:

- US Department of Labor, ETA, Office of Job Corps - <https://www.jobcorps.gov/>

### Local Partner:

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# WIOA Title I-D: National Farmworker Jobs Program

**Services Provided:**

A nationally directed, locally administered program of services for migrant and seasonal farmworkers (MSFWs). The program partners with community organizations, state agencies, and the IL State Monitor Advocate to provide appropriate career and training services, youth services, housing assistance services, and related assistance services, to eligible migrant farmworkers(including MSFW youth) and eligible seasonal farmworkers and their dependents.

**Basic Eligibility:**

**Serves:** Migrant and seasonal farmworkers and their dependents.

**Criteria:**

- Migrant or Seasonal Farmworker Status: To be eligible for the NFJP, individuals must be migrant or seasonal farmworkers, or be a dependent of a migrant or seasonal farmworker. The U.S. Department of Labor (DOL) defines migrant and seasonal farmworkers as individuals who work in agricultural labor that is characterized by its temporary or seasonal nature.
- Low-Income Status: NFJP participants must meet income eligibility requirements, which are typically based on federal poverty guidelines and may vary depending on household size and other factors. The NFJP is targeted towards individuals and families with low incomes who may face barriers to employment and economic stability.
- Authorized to Work in the United States: NFJP participants must be authorized to work in the United States. This includes U.S. citizens, nationals, and legal immigrants with work authorization.
- Agricultural Employment History: NFJP participants must have a history of employment in agricultural labor. This may include working in activities such as crop production, harvesting, packing, processing, or other agricultural-related work.
- Priority Populations: While the NFJP serves migrant and seasonal farmworkers as its primary target population, priority may be given to certain

groups within this population, such as veterans, individuals with disabilities, youth, and other disadvantaged individuals who face significant barriers to employment.

- Commitment to Participation: NFJP participants must demonstrate a commitment to participating in the program’s employment and training services, which may include job search assistance, skills training, education programs, supportive services, and other activities aimed at improving their employability and economic self-sufficiency.
- Serious criminal histories may be ineligible for enrollment.



**CONTACT INFORMATION:**

**State Agency:**

- USDOL: <https://www.dol.gov/agencies/eta/agriculture>

**Local Partner:**

- UMOS 1(800) 279-8667 / 1(866) 789-7870

Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Services Provided:**

**Basic Eligibility:**

Serves:

Criteria:



**CONTACT INFORMATION:**

**State Agency:**

**Local Partner:**

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Services Provided:**

**Basic Eligibility:**

**Serves:**

**Criteria:**



**CONTACT INFORMATION:**

**State Agency:**

**Local Partner:**

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Services Provided:**

**Basic Eligibility:**

**Serves:**

**Criteria:**



**CONTACT INFORMATION:**

**State Agency:**

**Local Partner:**

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# Placement-Based Workforce Programs

## Trade Adjustment Assistance Act

### Services Provided:

- Services are available to workers who have been adversely affected (either lost their jobs or experienced reduced hours) due to foreign trade with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

### Basic Eligibility:

- **Serves:** Adversely affected workers who were notified of eligibility to apply for the Trade Adjustment Assistance Act (TAA) Program because the US Department of Labor approved/certified a petition filed on their behalf.
- **Criteria:**
  - Worker Group Certification: The first step in determining eligibility is for a group of workers, such as those from a particular company or industry, to petition the US Department of Labor for TAA certification. A petition may be filed by two workers, a union representative, the employer, and state workforce officials or a designated partner.
  - Adversely Affected: Worker eligibility will be determined on an individual basis. The worker must be part of the certified worker group and have a qualifying separation during the Impact Period.
  - Trade-Affected Employment: The US Department of Labor will investigate the jobs are lost or threatened due to trade-related circumstances including increased imports, a shift in production to certain foreign countries or if the workers supply or downstream production to certain companies with Trade certified workers.

- **Additional Eligibility Criteria:** There may be additional eligibility criteria that workers must meet to access specific benefits and services including Trade Readjustment Assistance, enrollment in training and out-of-area job search and relocation.



### CONTACT INFORMATION:

#### State Agency:

- Department of Commerce and Economic Opportunity
- [Office of Employment Training](#)

## Reemployment Service and Eligibility Assessment (RESEA)

### Services Provided:

- Provides individualized career services to unemployment insurance (UI) claimants who have been determined most likely to exhaust benefits and transitioning veterans receiving unemployment compensation for ex-service members (UCX).

### Basic Eligibility:

- **Serves:** UI claimants who are assigned by IDES.
- **Criteria:** Assigned by IDES because they have been identified as likely to exhaust their unemployment benefits before getting reemployed.



### CONTACT INFORMATION:

#### State Agency:

- Illinois Department of Employment Security (IDES)
- <http://ides.illinois.gov>

## Title I Service Providers

LWIA	Local Area / Region	Counties Served
LWIA 1	Lake County Workforce Development Department	Lake
LWIA 2	McHenry County Workforce Network	McHenry
LWIA 3	The Workforce Connection	Boone, Stephenson, Winnebago
LWIA 4	Business Employment Skills Team Inc.	Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam, and Whiteside
LWIA 5	Kane County Workforce Development Division	DeKalb, Kane, Kendall
LWIA 6	DuPage County Workforce Development Division	DuPage
LWIA 7	Chicago Cook Workforce Partnership	Cook
LWIA 10	Workforce Services Division of Will County	Will
LWIA 11	Grundy Livingston Kankakee Workforce Board	Grundy, Kankakee, Livingston
LWIA 13	Rock Island Tri-County Consortium Partners in Job Training and Placement	Henry, Mercer, Rock Island
LWIA 14	Western Illinois Works Inc.	Adams, Brown, Hancock, Henderson, Knox, McDonough, Pike, Schuyler, Warren
LWIA 15	United Workforce Development Board aka Career Link	Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell, Woodford
LWIA 17	Champaign County Regional Planning Commission	Champaign, Douglas, Ford, Iroquois, Piatt
LWIA 18	Vermilion County Works	Vermilion
LWIA 19	Workforce Investment Solutions	DeWitt, Macon
LWIA 20	Land of Lincoln Workforce Alliance	Cass, Christian, Logan, Menard, Sangamon
LWIA 21	West Central Development Council Inc.	Greene, Macoupin, Montgomery, Morgan Scott, Shelby
LWIA 22	Madison County Employment and Training Department	Bond, Calhoun, Jersey, Madison
LWIA 23	CEFS Economic Opportunity Corporation	Clark, Clay, Coles, Crawford, Cumberland, Edgar, Effingham, Fayette, Jasper, Lawrence, Marion, Moultrie, Richland
LWIA 24	St. Clair Co. Intergovernmental Grants Department Workforce Development Group	Clinton, Monroe, Randolph, St. Clair, Washington
LWIA 25	Management, Training & Consulting Corporation (MAN-TRA-CON Corp.)	Franklin, Jackson, Jefferson, Perry, Williamson
LWIA 26	Southern 14 Workforce Investment Board Inc.	Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union, Wabash, Wayne, White



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