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## Overview

### Purpose:

The billing and staffing tool is a monthly function for providers and IDHS staff to communicate about participants.

- Information is entered on the customer profiles in ISETS.
- Individual reports are created based upon the entered information.
- Monthly reports are compiled from the created parts.

## Who Enters/Maintains Data

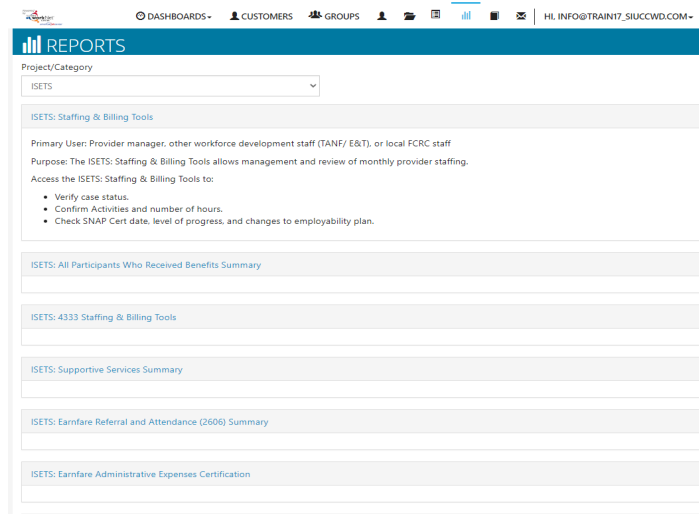
- **Statewide User Roles** - Statewide staff view/edit report information.
- **Program Manager, Intermediary, and Provider Partners** - Staff can enter information and create reports.
- **Provider Manager** - Reviews report prior to submission to billing.
- **Billing Manager** - Obtains clarification, if necessary, before approving submissions.

## Access Customer Profile Page

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select the icon for **ISETS**. Partner lands on the customer list.
5. Select the **Reports** icon in the top menu bar.

### Shortcut Tip:

Go to [www.illinoisworknet.com/SETSPartners](http://www.illinoisworknet.com/SETSPartners).  
Select the link for **ISETS Partner Tools**.



## Enter Information

Ensure that activity is up to date on the customer profile.

For customers to report on the various reports, they will need to have:

- Approved referral
- Enrollment
- Active status
- Active SNAP Activity
  - Service assigned to a provider (Service Provider tab in service/activity).

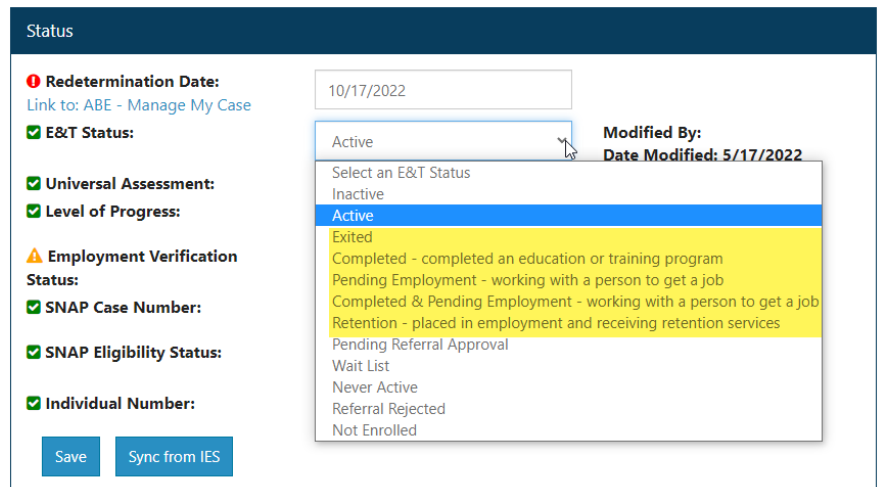
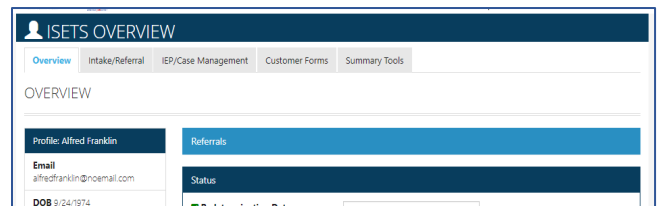
In addition, they will need to have:

- Attendance – 2610 or 2606
- Activities - 4334
- Support Services - added

Items may be accessed from the Overview tab of the customer profile or by selecting the individual service/activity items in the IEP/Case Management section. After updating all customer profiles for the month, access the Customer Forms tab to begin creating the reports.

## Enrollment

Customers need to be enrolled through the Intake/Referrals tab. Full directions may be found here:



<https://www.illinoisworknet.com/DownloadPrint/Intake%20and%20Referral%20-%20Provider%20staff.pdf>

Customers need to have an active status on the overview page. Active status includes:

- Active
- Exited (during the report period month)
- Completed – education or training

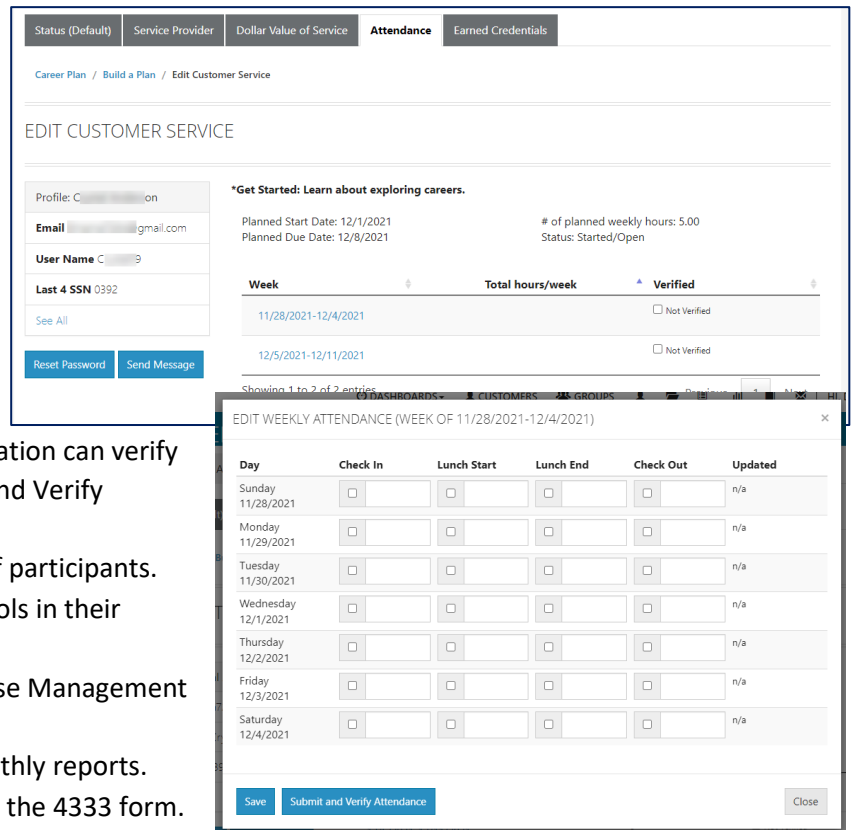
- Pending Employment
- Completed and Pending Employment
- Retention

## Add Activities/Services in ISETS E&T Programs

### Attendance

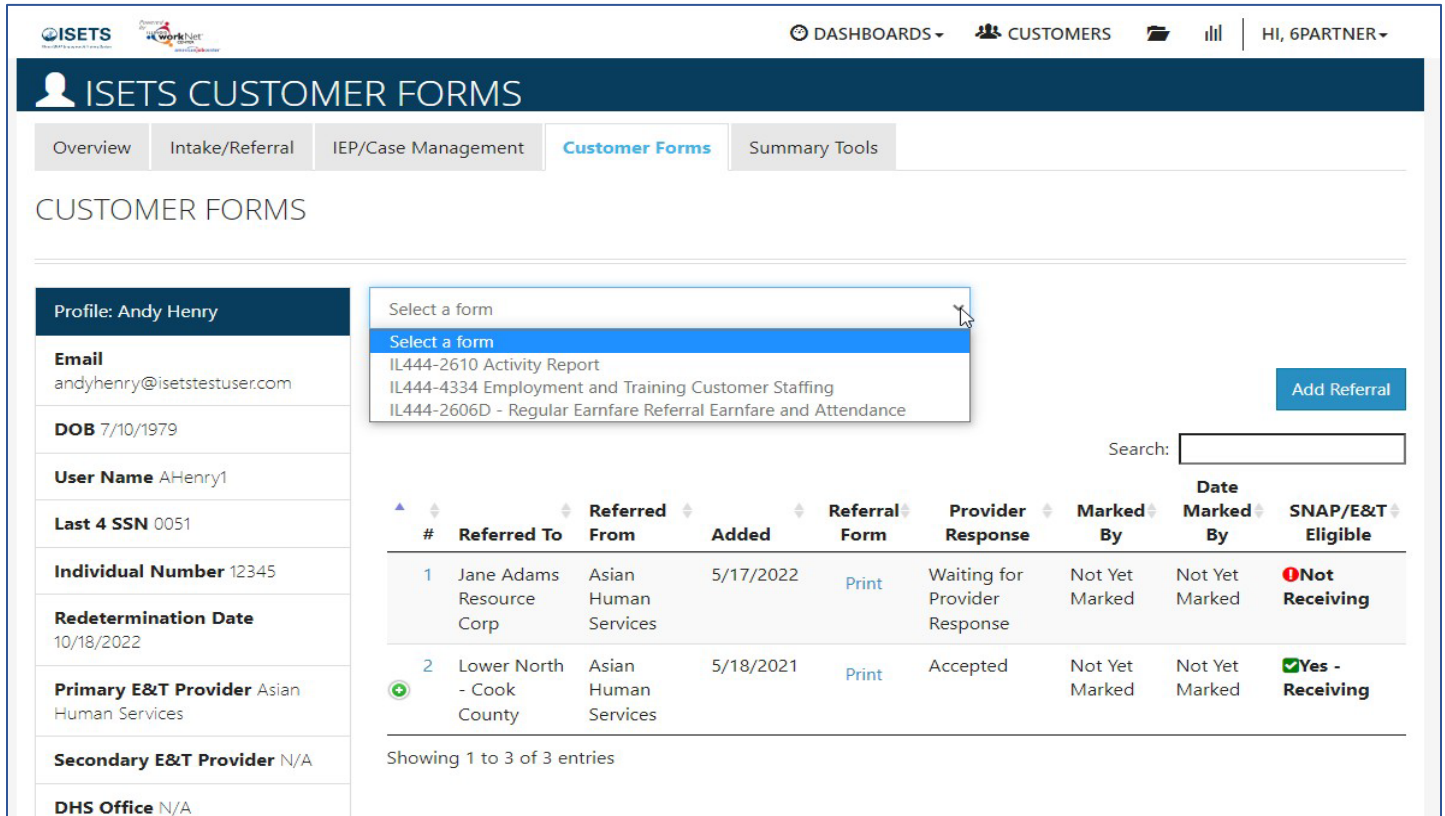
This feature allows you to track the attendance of the participant for this activity.

- Service must be Started/Open with a start date and anticipated end date.
- **Select** the attendance tab.
- **Select** the week for which attendance is to be tracked.
- **Enter** the time for check-in, lunch, and check-out for each day.
- **Save**, or if the person entering the information can verify the attendance is correct, select Submit and Verify Attendance.
- Attendance may also be entered for groups of participants.
- Individuals may enter attendance from the tools in their personal account – My Dashboard.
- Attendance may be accessed from the IEP/Case Management or the Overview page.
- Services/Activities are used to create the monthly reports.
- Employment must be entered and verified for the 4333 form.



The screenshot displays the 'Attendance' tab for a customer service activity. It includes a profile section with fields for Profile, Email, User Name, and Last 4 SSN. Below this is a table for weekly attendance tracking with columns for Week, Total hours/week, and Verified status. A modal window titled 'EDIT WEEKLY ATTENDANCE (WEEK OF 11/28/2021-12/4/2021)' is open, showing a grid for daily attendance tracking with columns for Day, Check In, Lunch Start, Lunch End, Check Out, and Updated. The grid includes rows for Sunday through Saturday. At the bottom of the modal are buttons for 'Save', 'Submit and Verify Attendance', and 'Close'.

Create the Reports



The screenshot shows the ISETS Customer Forms interface. On the left is a profile card for Andy Henry. The main area features a 'CUSTOMER FORMS' section with a dropdown menu open, listing forms like 'IL444-2610 Activity Report', 'IL444-4334 Employment and Training Customer Staffing', and 'IL444-2606D - Regular Earnfare Referral Earnfare and Attendance'. Below the dropdown is a table of referrals with columns for #, Referred To, Referred From, Added, Referral Form, Provider Response, Marked By, Date Marked By, and SNAP/E&T Eligible. Two entries are visible, with the second one marked as 'Yes - Receiving'.

#	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	<b>Not Receiving</b>
2	Lower North - Cook County	Asian Human Services	5/18/2021	Print	Accepted	Not Yet Marked	Not Yet Marked	<b>Yes - Receiving</b>

The reports needed for each participant include:

- 2151 - the referrals automatically added.
- 2606 - attendance Earnfare
- 2610 – attendance SNAP
- 4333 - list of all participants included for the staffing month
- 4334 - individual staffing document – indicates if a full staffing is needed
- Support Services Summary
- Summary Expenditure Documentation
- Earnfare Referral and Attendance Summary
- Earnfare Administrative Expenses Certification

## Attendance Reports

The screenshot shows the 'Customer Forms' tab selected. A dropdown menu is open, displaying three options: 'IL444-2610 Activity Report', 'IL444-4334 Employment and Training Customer Staffing', and 'IL444-2606D - Regular Earnfare Referral Earnfare and Attendance'. The third option is highlighted.

### 2606 - Earnfare

1. Provider or participant tracks hours of activity using the attendance tool.
2. Select the **Customer Forms** tab on the customer ISETS profile.
3. Select the **IL444-2606D** from the drop-down menu.
4. Section I information fills from the customer profile and the Employer assigned to the worksite.
5. Section II information fills from the planned work-off hours based upon SNAP amount.
6. Section III information fills from the attendance on the CW and TJU activities.
  - a. **Answer:** Does the organization have a paid lunch period?
  - b. **Answer:** Should the client remain assigned to this employer/location? If no, complete the reason why.
7. Section IV information fills from the total hours in the CW and TJU attendance, subtracts the CW hours, multiplies by the reporting month state minimum wage and provides a total dollar amount that is due the participant.
  - a. Fill in the **date** the check was issued.
8. Select the Sign as **Earnfare Employer** box to sign the form if the provider is the employer.
9. Upload a signed 2606 from the employer if the provider is not the employer of record. Download the form if needed.
10. Select **Save and submit the 2606 report**. Print a copy if needed.

The screenshot displays the 'CUSTOMER FORMS' page for form 'IL444-2606D - REGULAR EARNFARE REFERRAL AND ATTENDANCE RECORD'. The form is populated with customer and employer information. It includes two attendance tables: 'CW - Community Workfare' and 'TJU - Transitional Job'. Below the tables are checkboxes for 'Does the organization have a paid lunch period?' and 'Should the client remain assigned to this employer/location?'. The 'SECTION IV - PAYMENT VERIFICATION/CALCULATION' section shows a summary of hours and wages. At the bottom, there are buttons for 'Sign as Earnfare Employer', 'Download 2606 Form', 'Upload 2606 with Earnfare Employer Signature', 'Save and Submit 2606 Report', and 'Print 2606 Report'.

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Added By
12/2/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/8/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/7/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours	Client Signature	Added By
12/12/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/13/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/14/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/15/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/16/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/20/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023
12/22/2022	9:00 AM			2:00 PM	5		ISETS 6Partner - 1/10/2023

SECTION IV - PAYMENT VERIFICATION/CALCULATION

Total Hours		50.00
SNAP Work-Off Hours (CW - Community Workfare)	-	13.00
Stipend (TJU - Transitional Job) Hours	=	35.00
State Minimum Wage	=	\$12.00
Stipend (TJU - Transitional Job) Issued	=	\$420.00

2610 – SNAP Job Placement or SNAP 2 Success

1. Provider or participant tracks hours of activity using the attendance tool.
2. Select the **Customer Forms** tab on the customer ISETS profile.
3. Select the **IL444-2610** from the drop-down menu.
4. Select **Month** from drop-down.
5. Select **Provider** from drop-down if partner has access to more than one provider agency.
6. Select **Program Year**.
7. Verify that all activities are reporting as intended.
8. Enter **username**.
9. **Save and Sign Document** (digital signature based on username, date and time). Or just Save the document.

The screenshot shows the ISETS Customer Forms interface. At the top, there are tabs for "EP/Case Management", "Customer Forms", and "Summary Tools". A dropdown menu is open, showing the selection of "IL444-2610 Activity Report". Below this, there are fields for "Reporting Month" (August), "Provider" (Asian Human Services), and "Program Year" (2021). A table of activity entries is displayed, showing dates, times, and total hours.

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 3:20:37 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	

Below the table, there are sections for "VT - Vocational Training" and "IRS - Job Retention Services", each with their own tables of activity entries. The "VT" table shows entries from 8/2/2021 to 8/31/2021, and the "IRS" table shows entries from 8/2/2021 to 8/6/2021.

Name of Organization: Asian Human Services  
 Authorized Contact:

4334

This report accompanies the monthly reporting by providing the recommendation of provider and IDHS staff as to the disposition of the participant’s continued activity with the program. Complete this form if requesting a full staffing with IDHS.

- 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.
- DHS and provider both digitally sign.

**Profile: Andy Henry**

Select a form: IL444-4334 - EMPLOYMENT AND TRAINING CUSTOMER STAFFING

Reporting Month: August

Provider: Asian Human Services

**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: [Blank]

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: [Select]

**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: [Sign as Provider Representative]

Provider Representative: [Sign as Provider Representative]

**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

Support Services Summary

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **Supportive Services Summary**:
  - a. From the main list of reports
  - b. Part of the Complete Staffing Packet in the Staffing & Billing Tools
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
  - a. Verify that dollar amounts reported are correct.
  - b. If something is missing or incorrect, return to the participant’s profile by clicking on the name.

**ISETS: SUPPORTIVE SERVICES SUMMARY**

Back to Reports

Provider: Asian Human Services

Staffing Month: July

Include FCRLS:

Fiscal Year: 2025

Program: Earnfare

IDHS Office: Select

Filter

Show 25 entries

**Total for the Month of July: \$160.5**

Approved by Partner	First Name	Last Name	Case Number / Last 4 SSN / Staffing Month	Books & Training Supplies	Ed/ Cred Testing	Clothing	Childcare/ Medical	Housing/ Utilities	Personal Hygiene	Transportation	Total
<input checked="" type="checkbox"/>	Tom	Bilyk	733735891 / 5891 / July	0	0	0	0	0	0	85.5	85.5
<input checked="" type="checkbox"/>	Andy	Henry	770770051 / 0051 / July	0	0	0	0	0	0	75	75

Showing 1 to 2 of 2 entries

Print

Previous 1 Next

Partner Review Complete



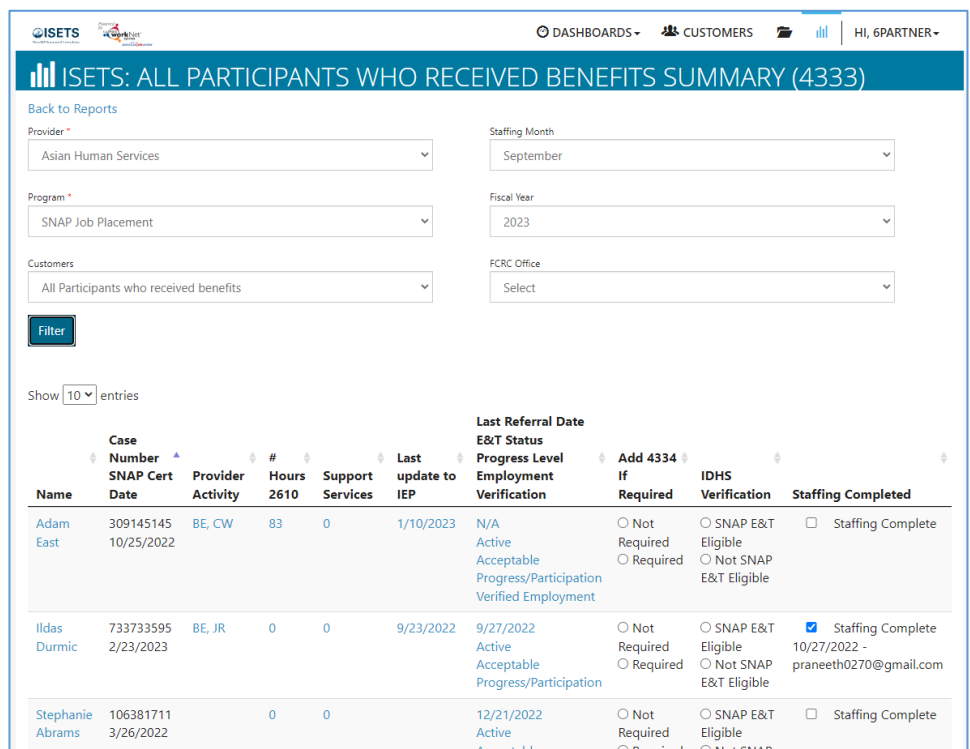
8. **Check** the box to include the participant in Billing.
9. **Check** the Partner Review Complete when all customer boxes have been marked. This button should be marked even if there are no customers. This will update the mark on the section 1 box of the Staffing and Billing report.
10. Provider managers will mark the box by the Total Monthly spent confirming that they reviewed the report with the partner.
11. Billing Department will mark the box for Approved by Billing.

### Intermediary Report

This report is unique to an intermediary agency who oversees other agencies. The appearance is similar to the Support Services Summary. This report gathers the support services by agency of those that the Intermediary oversees. The dollar totals reflect all customers added together. The intermediary can multi-select the agencies to be included in the monthly staffing.

### 4333 – All participants Who Received Benefits Summary

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **4333 all Participants Who Received Benefits Summary**:
  - a. From the main list of reports
  - b. Part of the Complete Staffing Packet in the Staffing & Billing Tools
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
  - a. Verify activities are correct.
  - b. Verify hours are correct.
  - c. Verify support services are correct.
  - d. Click customer name to add/edit
8. Participants will show on the list if they show a program enrollment, have an approved referral, have an active E&T status, an active service for the report period, and that active service is assigned to a provider.
9. Mark the box is a 4334(full staffing) is required or not.
  - a. When all radio buttons are marked, a
  - b. A green box at the bottom will display for the partner to mark that the “Partner Review Completed” after all radio buttons are marked. Once marked, the 4333 button the staffing and billing section 1 will automatically check.



Name	Case Number	SNAP Cert Date	Provider Activity	# Hours	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	83	0	1/10/2023	N/A	N/A	Active	Acceptable	<input type="radio"/> Not Required <input type="radio"/> Required	<input type="radio"/> SNAP E&T Eligible <input type="radio"/> Not SNAP E&T Eligible	<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 type="radio"/> Not Required <input type="radio"/> Required	<input type="radio"/> SNAP E&T Eligible <input type="radio"/> Not SNAP E&T Eligible	<input checked="" type="checkbox"/> Staffing Complete 10/27/2022 - praneeth0270@gmail.com
Stephanie Abrams	106381711	3/26/2022		0	0		12/21/2022	Active	Acceptable		<input type="radio"/> Not Required <input type="radio"/> Required	<input type="radio"/> SNAP E&T Eligible <input type="radio"/> Not SNAP E&T Eligible	<input type="checkbox"/> Staffing Complete

10. Workforce Development will confirm if participant receives SNAP and complete the staffing. Staffings are independent of Provider Manager review and submission to billing.
11. After all staffings are marked complete by the provider manager, a button “Staffing Complete” displays to indicate that the staffing is done.
12. Once all staffings are complete, a notification will post to the Staffing & Billing Tools Section 1 for who and when the staffing was completed.

**Differences in the 4333 and SSS**

The 4333 and Support Services Summary are now reflecting dynamic reporting for customers, attendance hours and support service totals. Changes are represented by:

- Light red coloring on the customer row if the customer is there now and wasn’t when the staffing was completed.
- Red triangles with an exclamation point if the hours are different than when the staffing was completed.
- Red triangles with an exclamation point if the support services amount is different than when the staffing was completed.

Hover over the symbol and you will see what the difference is between when the staffing was marked and today. If the dollar amount is correct:

- On the SSS, the partner can uncheck the approved by partner box and then recheck.
- On the 4333, the provider manager can uncheck the staffing complete box, and then recheck.

If the dollar amount or hours are incorrect:

- On the SSS, the partner can uncheck the approved by partner box, make a correction to the support service and then recheck.
- On the 4333, the provider manager can uncheck the staffing complete box, make a correction to the hours or dates and then recheck

F. Name	L. Name	Case Number	SNAP Cert Date	Provider Activity	# Hours	Support Services	Last update to EP	Last Referral Date	Current EBT Status	Progress Level	Add 4334 If Required	IDHS Verification	Staffing Completed	
Alfred	Franklin	3/22/2023	WRT, VT, CW, TI	11	330	9/17/2024	9/2/2022	Active	Acceptable	Progress/Participation	N/A	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron	
Jakyla	Nurika	12/17/2023	BE	0	0	8/14/2024	1/17/2021	Active	N/A	N/A	N/A	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron	
7 Tester	Doug	No Certification Date		0	0	11/6/2023	1/31/2024	Active	Not progressing	N/A	N/A	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron	
Adam	Davis	10404870	9/30/2024	SIS, JR, BE, APU	0	0	7/24/2024	N/A	Retention	Acceptable	Yes	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron	
Shekela	Wallace	105468540	4/30/2025	BE, WRT, SIS	0	0	10/26/2023	10/12/2021	N/A	N/A	N/A	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron	
Natalie	Buchanan	1234561360	1/10/2025	OJT	0	0	3/6/2024	8/14/2023	Active	Acceptable	Progress/Participation	N/A	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron
10 Tester	Dogheo	123654789	No Certification Date	WRT	0	0	9/17/2024	9/5/2023	Active	N/A	No	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron	
Adam	East	380145145	10/25/2025	VT	0	75	7/18/2024	N/A	Active	N/A	Yes	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron	
Avi	Apple	400177177	10/11/2021	VT	0	0	3/1/2024	5/17/2021	Active	Acceptable	Progress/Participation	N/A	SNAP EBT Eligible	Staffing Complete 9/17/2024 - mwaldron

In the case of a customer showing on the report that wasn’t there when the staffing was marked, check the dates on any activities to see if the dates are entered correctly.

Once the 4333 and the SSS are corrected, the Consolidated 4333 and Consolidated Support Services Summary will automatically correct. These reports are what the provider manager submits for their section of the staffing and billing.

## Employment Verification

When participants are employed through the program, the employment is entered on the Overview tab of the customer profile. Participants must have an active JR – Job Retention activity added if employment is over 20 hours per week. Employment verification by case note is required for thirty (30), sixty (60) and ninety (90) days of employment. Participants require at minimum one verification document uploaded, preferably within the first thirty (30) days of employment start date.

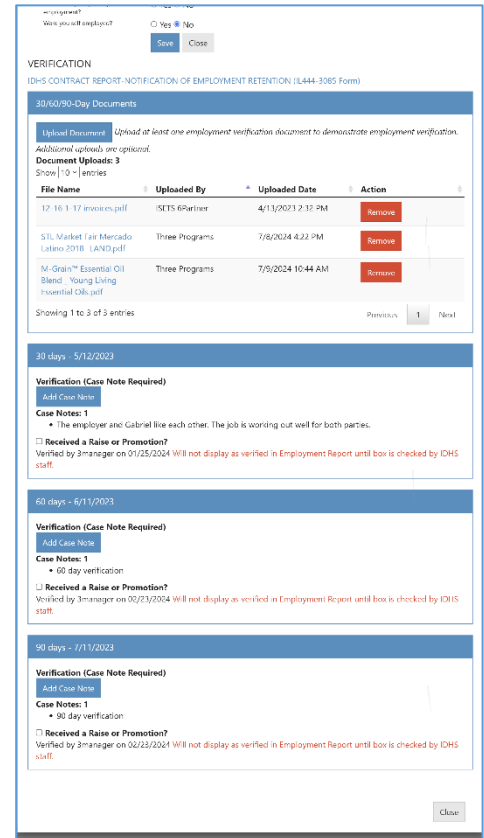
Documentation allowed includes:

- IDHS Contract Report-Notification of Employment Retention (IL444-3085 Form)
- Paystub
- The Work Number
- A case note may also be required.

Add verification information by clicking the appropriate job in the Employment section of the Overview tab.

Employment verification is approved by an IDHS Provider Manager.

The information is included in the 4333 form for monthly reporting.



**VERIFICATION**  
IDHS CONTRACT REPORT - NOTIFICATION OF EMPLOYMENT RETENTION (IL444-3085 Form)

30/50/90-Day Documents

Upload Documents: Upload at least one employment verification document to demonstrate employment verification. Additional uploads are optional.  
Document Uploads: 3  
Show | 0 - 1 entries

File Name	Uploaded By	Uploaded Date	Action
12-16-17 invoices.pdf	ISETS Partner	4/13/2023 2:12 PM	Remove
S.L. Market Fair Mercado Latino 2018 - LANO.pdf	Three Programs	7/8/2024 4:22 PM	Remove
M-Grain™ Essential Oil Blend - Young Living Essential Oils.pdf	Three Programs	7/9/2024 10:44 AM	Remove

Showing 1 to 3 of 3 entries

---

30 days - 5/12/2023

**Verification (Case Note Required)**

Add Case Note

Case Notes: 1  
• The employer and Gabriel like each other. The job is working out well for both parties.

Received a Raise or Promotion?  
Verified by 3-manager on 01/25/2024. Will not display as verified in Employment Report until box is checked by IDHS staff.

---

60 days - 6/11/2023

**Verification (Case Note Required)**

Add Case Note

Case Notes: 1  
• 60 day verification

Received a Raise or Promotion?  
Verified by 3-manager on 02/23/2024. Will not display as verified in Employment Report until box is checked by IDHS staff.

---

90 days - 7/11/2023

**Verification (Case Note Required)**

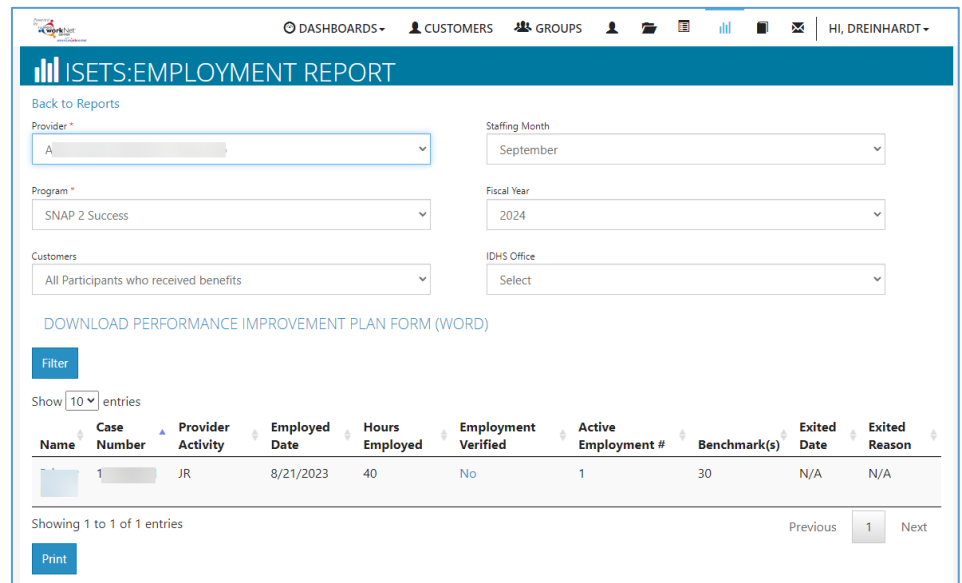
Add Case Note

Case Notes: 1  
• 90 day verification

Received a Raise or Promotion?  
Verified by 3-manager on 02/23/2024. Will not display as verified in Employment Report until box is checked by IDHS staff.

## ISETS Employment Report

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **4333 all Participants Who Received Benefits Summary**:
  - a. From the main list of reports
  - b. Part of the Complete Staffing Packet in the Staffing & Billing Tools
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
8. All information fills from the data entered on the customer profile. To display on the list the customer must have one form of verification added to the employment record. Provider Managers need to mark that the Employment Verifications are appropriate for the Employment Verification column to display a Yes.
  - a. Activities related to employment may include E – Employment (Other E&T activity) and JRS – Job Retention Services (SNAP E&T activity)
  - b. Date employment began.



**ISETS:EMPLOYMENT REPORT**

Back to Reports

Provider: A

Program: SNAP 2 Success

Customers: All Participants who received benefits

Staffing Month: September

Fiscal Year: 2024

IDHS Office: Select

DOWNLOAD PERFORMANCE IMPROVEMENT PLAN FORM (WORD)

Filter

Show 10 entries

Name	Case Number	Provider Activity	Employed Date	Hours Employed	Employment Verified	Active Employment #	Benchmark(s)	Exited Date	Exited Reason
	1	JR	8/21/2023	40	No	1	30	N/A	N/A

Showing 1 to 1 of 1 entries

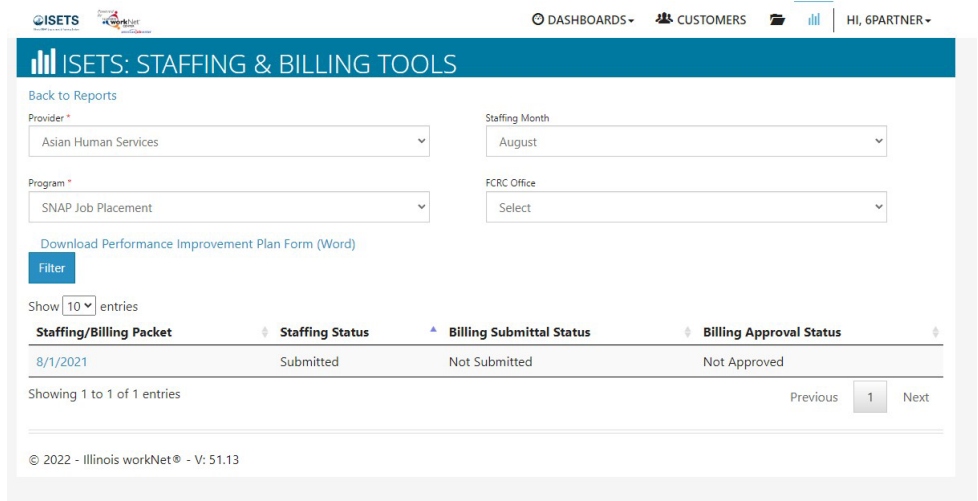
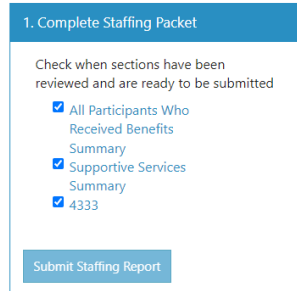
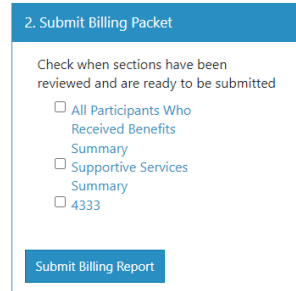
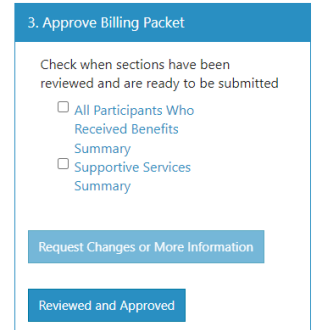
Print

- c. Hours employed per week.
- d. Employment verification if verified by Provider Manager Yes or No
- e. Number of active open employment.
- f. Benchmarks completed.
- g. Exited date.
- h. Reason the participant was exited.

## Staffing & Billing Tools

Upon completing all the parts, compile and verify the items on the Staffing & Billing Tools report.

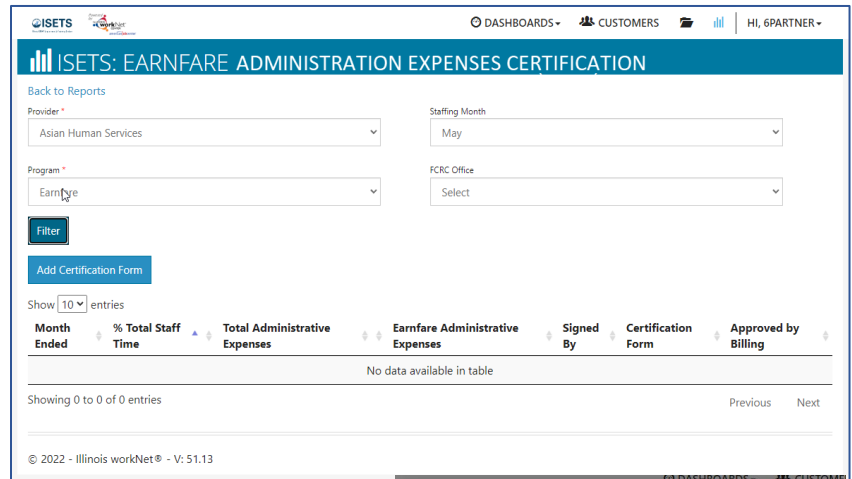
1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **ISETS Staffing & Billing Tools**:
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
8. Click the **date** of the packet to complete.
9. Complete the appropriate section.
  - a. 1. Partner completes.
  - b. 2. Provider Manager reviews and completes.
  - c. 3. Billing Manager reviews and requests changes or marks as approved.
10. Click **Submit** at the bottom of the section.

## Earnfare

### Earnfare Administrative Expenses Certification

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **Earnfare Administrative Expenses Certification**.
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
  - a. Complete the Certification Modal
  - b. Check box when complete
  - c. Billing approves



**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						

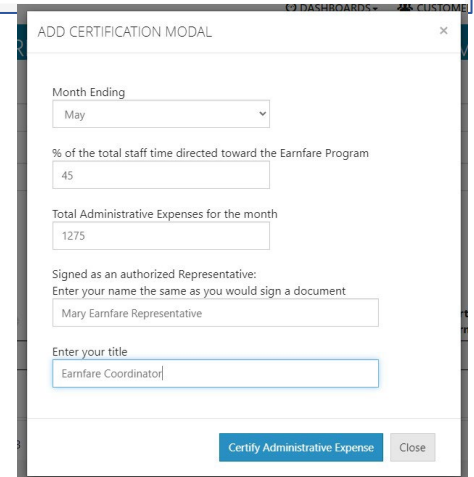
Showing 0 to 0 of 0 entries

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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	<a href="#">View/Print</a>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries



**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

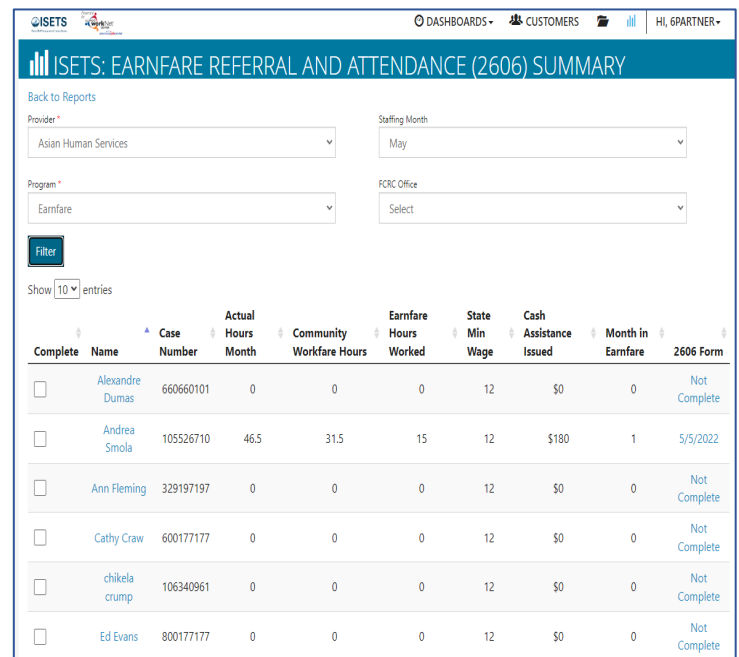
Enter your title  
Earnfare Coordinator

Certify Administrative Expense

Close

### Earnfare Referral & Attendance Summary

1. On the ISETS main menu, select the **Reports** icon. (Bar graph)
2. Access the **Earnfare Referral & Attendance Summary**.
3. Select **Provider**.
4. Select **Program**.
5. Select **Staffing Month**.
6. Select **Program Year**.
7. Select **Filter**.
8. Verify Activity.
9. Check **box** by participant name when complete.



**ISETS: EARNFARE REFERRAL AND ATTENDANCE (2606) SUMMARY**

Back to Reports

Provider: Asian Human Services | Staffing Month: May

Program: Earnfare | FCRC Office: Select

Filter

Show 10 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