

Contents

Overview	1
Purpose:	1
Who Enters/Maintains Data	2
Access Customer Profile Page	2
Enter Information	2
Enrollment	3
Add Activities/Services in ISETS E&T Programs	3
Attendance	3
Create the Reports	4
Attendance Reports	5
2606 - Earnfare	5
2610 – SNAP Job Placement or SNAP 2 Success	6
4334	7
Support Services Summary	7
Intermediary Report	8
4333 – All participants Who Received Benefits Summary	8
Differences in the 4333 and SSS	9
Employment Verification1	0
ISETS Employment Report1	0
Staffing & Billing Tools1	1
Earnfare1	2
Earnfare Administrative Expenses Certification1	2
Earnfare Referral & Attendance Summary1	2
SNAP to Success Financial Report	3
Add a new report:1	4

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 <u>www.illinoisworknet.com</u>.
- 2. Select My Dashboard.
- 3. Select Partner Tools.
- 4. Select the icon for ISETS. Partner lands on the customer list. Short cut link to bookmark https://apps.illinoisworknet.com/SiteAdministration/IDHSET/Admin/Index/
- 5. Select the **Reports** icon in the top menu bar.

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 an open date in the month of the selected report
 - 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 EP/Case Management section. After updating all customer profiles for the month, access the Customer Forms tab to begin creating the reports.

REPORTS ect/Category ETS ETS: Staffing & Billing T				HI, INFOUTRAINT/_SIDCCWD.CO
ect/Category ETS ETS: Staffing & Billing T				
ETS ETS: Staffing & Billing T				
ETS: Staffing & Billing T		~		
	ools			
imary User: Provider m	anager, other workf	orce development staff (TANE/	E&T), or local FCRC staff	
irpose: The ISETS: Staff	ing & Billing Tools al	llows management and review	of monthly provider staffing.	
cess the ISETS: Staffing	& Billing Tools to:			
 Verify case status. Confirm Activities a 	nd number of hours			
Check SNAP Cert d	ate, level of progres	s, and changes to employability	y plan.	
ETS: All Participants Wh	o Received Benefits	Summary		
ETS: 4333 Staffing & Bi	lling Tools			
ETS: Supportive Service	s Summary			
ETS: Earofare Referral a	nd Attendance (260	6) Summary		
		o, sammary		
ISETS () VFRVIFW			
	JVERVIEW			
Overview	ake/keterral IEP/C	ase Management Customer Fo	orms Summary loois	
OVERVIEW				
Profile: Alfred Fra	nklin	Referrals		
Email				
alfredfranklin@no	email.com	Status		
		Redetermination Date:		
DOB 9/24/1974				
DOB 9/24/1974 User Name AFrai	nklin1	Link to: ABE - Manage My Case	3/22/2023	
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115	nklin1	Link to: ABE - Manage My Case E&T Status:	3/22/2023 Exited	 Modified By: ISETS 5Partner (workNetID: 26819)
DOB 9/24/1974 User Name AFrat Last 4 SSN 2115	nklin1	Link to: ABE - Manage My Case	3/22/2023 Exited	V Modified By: ISETS 5Partner (workNetID: 26819) Date Modified: 5/27/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numl	nklin1 Der	Link to: ABE - Manage My Case E&T Status: Universal Assessment: A Level of Progress:	3/22/2023 Exited Complete 11/10/2021	Modified By: ISETS SPartner (workNetID: 26819) Date Modified: 5/27/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numl Redetermination 3/22/2023	nklin1 Der n Date	Link to: ABE - Manage My Case E&T Status: Universal Assessment: Level of Progress: Employment Verification	3/22/2023 Exited Complete 11/10/2021 Select	Modified By: ISETS SPartner (workNetID: 26819) Date Modified: 5/27/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numl Redetermination 3/22/2023 Primary E&T Pri	nklin1 Der 1 Date	Link to: ABE - Manage My Case E&T Status: Universal Assessment: A Level of Progress: Employment Verification Status:	3/22/2023 Exited Complete 11/10/2021 Select	 Modified By: ISETS SPartner (workNett): 26519) Date Modified: 5/27/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numl Redetermination 3/22/2023 Primary E&T Prr North - Cook Cou	hkin1 ber 1 Date bvider Lower nty	Link to: ABE - Manage My Case 2 E&T Status: 2 Universal Assessment: A Level of Progress: A Employment Verification Status: A SNAP Case Number:	3/22/2023 Exited Complete 11/10/2021 Select Select	Modified By: ISETS SPartner (workNetD: 26519) Date Modified: 5/27/2022 v
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numl Redetermination 3/22/2023 Primary E&T Pr North - Cook Cou Secondary E&T	hklint ber h Date ovider Lower nty Provider N/A	Link to: ABE - Manage My Case © E&T Status: Universal Assessment: A Level of Progress: A Employment Verification Status: SNAP Case Number: SNAP Eligibility Status:	3/22/023 Exited Complete 11/10/2021 Select Select Pending Application	V Modified By: ISETS SPartner (workNet(D; 26519) Date Modified: 5/27/2022 V V Modified By: Date Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numi Redetermination 3/22/2023 Primary E&T Pre North - Cook Cou Secondary E&T DHS Office N/A	hlini ber 1 Date vvider Lower nty Provider N/A	Link to: ABE - Manage My Case @ E&T Status: @ Universal Assessment:	3/22/023 Exited Complete 11/10/2021 Select Select Pending Application	∨ Modified By: ISETS SPartner (workNetID: 26819) Date Modified: 5/27/2022 ∨ ∨ Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AF/a Last 4 SSN 2115 Individual Numl Redetermination 3/22/2023 Primary E&T Pr. North - Cook Coo Secondary E&T DHS Office N/A Program Enrollin	háin1 ber s Date svíder Löwer nty Provider N/A nent SNAP Jöb	Link to: ABE - Manage My Case © E&IT Status: © Universal Assessment: A Level of Progress: A Employment Verification Status: A SNAP Eligibility Status: A Individual Number: © Benefit Status:	3/22/023 Exited Complete 11/10/2021 Select Select Pending Application	V Modified By: ISETS SPartner (workNetID: 26819) Date Modified: 5/27/2022 V V Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AFra Last 4 SSN 2115 Individual Numl Redetermination 3/22/2023 Primary E&T Pr North - Coek Cou Secondary E&T DHS Office N/A Program Enrollm Pictometri Total 10	kän1 ber i Date bvider Lower nty Provider N/A nent SNAP Job	Link to: ABE - Manage My Case © E&IT Status: © Universil Assessment: A Lemployment Verification Status: A SNAP Case Number: A SNAP Eligibility Status: A Individual Number: © Benefit Status: © Monthly Benefit Hours:	3/22/023 Estited Complete 11/10/2021 Select Select Pending Application O	V Modified By: ISETS SPartner (workNetID: 26819) Date Modified: 5/27/2022 V V Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AF/au Last 4 SSN 2/15 Individual Nami Redeterminatio 3/22/2023 Primary E&T Pro North - Coek Coo Secondary E&T DHS Office N/A Program Enrollin Placement See All	hkint per 1 Date svider Lower nby rovider N/A nent SNAP Job	Link to: ABE - Manage My Case © E&IT Status: © Universil Assessment: A Level of Progress: A Employment Verification Status: A SNAP Ease Number: A SNAP Ease Number: A SNAP Ease Number: Benefit Status: © Monthly Benefit Hours: Swe Syne from ItS	3/22/003 Exited Complete 11/10/2021 Select Select Rending Application 0	V Modified By: ISETS SPartner (workNetID: 26819) Date Modified: 5/27/2022 V V Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numi Redetermination 3/22/2023 Primary E&IT Pri North - Cook Cou Secondary E&IT DHS Office N/A Program Enroll Placement See All	hkin1 ber bar bar bar bar bar bar bar	Link to: ABE - Marage My Case D E&T Status: D Universil Assessment: A Level of Progress: A Employment Verification Status? A SNAP Eligibility Status: A SNAP Eligibility Status: Individual Number: Benefit Status: Save Syne from IES	3/22/023 Exited Complete 11/10/2021 Select Select Pending Application 0	V Modified By: ISETS SPartner (workNet(): 26519) Date Modified: 5/27/2022 V V Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numi Redetermination 3/22/2023 Primary E&IT Pro- North - Cool Co- Secondary E&IT DHS Office N/A Program Enrollin Placement See All See Visit (S) Reset Password	klint ber t Date volder Lower nty Provider N/A nent SNAP Job	Link to: ABE - Marage My Case D E&IT Status: U Universil Assessment: A Level of Progress: A Employment Verification Status: A SNAP Eligibility Status: A SNAP Eligibility Status: I Individual Number: Benefit Status: Save Synch from IES Attendance	3/22/023 Exited Complete 11/10/2021 Select Select Pending Application 0	V Modified By: ISETS SPartner (workNet(D: 26519) Date Modified: 5/27/2022 V V Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numi Redetermination 3/22/2023 Primary E&IT Pri North - Cook Cou Secondary E&IT DHS Office N/A Program Enrollin Placement See All Sper With IS Reset Password	National Section 2014	Link to: ABE - Marage My Case D E&T Status: D Universil Assessment: A Engloyment Verification Status: A SINAP Case Number: A SINAP Case Number: A SINAP Case Number: B Andrividual Number: B Andrividual Number: Save Byner Itol Save Byner Itol Save Byner Itol Attendance	3/22/023 Exited Complete 11/10/2021 Select Select Pending Application 0	V Modified By: ISETS SPartner (workNet(): 26519) Date Modified: 5/27/2022 V V Modified By: Date Modified: 4/14/2022
DOB 9/24/1974 User Name AFrai Last 4 SSN 2115 Individual Numi Redetermination 3/22/2023 Primary E&T Prr North - Cook Coo Secondary E&T DHS Office N/A Program Enrollin Placement See All Grew Wen ES Reset Password	Nilni Ser In Date Volder Lower Provider Lower Provider N/A Internet SNAP Job	Link to: ABE - Manage My Case D E&T Status: D Universil Assessment: A Level of Progress: A SNAP Case Number: A SNAP Case Number: A SNAP Case Number: A SNAP Case Number: B Andividual Number: D Benefit Status: B Monthly Benefit Hours: Save Gyne from IES Attendance Activities / Case Management	3/22/023 Exited Complete 11/10/2021 Select Select Pending Application	V Modified By: ISETS SPartner (workNet(D: 26519) Date Modified: 5/27/2022 V V Modified By: Date Modified: 4/14/2022



Fnrollment

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)
- 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 ca • the attendance is correct, select Submit and Verify Attendance. If the attendance has been verified and must be changed, partners have to submit a help
- Attendance may also be entered for groups of particip
- Participants may enter attendance from the tools in the • personal account - My Dashboard.
- Attendance may be accessed from the EP/Case Mana or the Overview page.
- Services/Activities are used to create the monthly rep
- Employment must be entered and verified for the 4333 form.

Status (Default) Service Provide	er Dollar Value of S	Service Attenda	ance Earned Cred	entials		
Career Plan / Build a Plan / Edit Cus	stomer Service					
DIT CUSTOMER SERV	'ICE					
Profile: C on	*Get Started: Le	arn about explori	ng careers.			
Email gmail.com	Planned Start I Planned Due D	Date: 12/1/2021 ate: 12/8/2021		# of planned v Status: Started	weekly hours: 5.00 d/Open	
User Name C 9						
Last 4 SSN 0392	Week	4	Total	hours/week	* Verified	÷
See All	11/28/2021-	12/4/2021			U Not Verified	
Reset Password Send Message	12/5/2021-1	2/11/2021			Not Verified	ł
	Showing 1 to 2	of 2 entries	ARDS- L CUSTON	MERS 🖉 GROUP	s 1 🖛 î 🗉	
	EDIT WEEKLY /	ATTENDANCE (W	EEK OF 11/28/202	21-12/4/2021)		
on can verify	EDIT WEEKLY	ATTENDANCE (W Check In	EEK OF 11/28/202	21-12/4/2021)	Check Out	Updated
on can verify Verify	Day Sunday 11/28/2021	ATTENDANCE (W	Lunch Start	Lunch End	Check Out	Updated n/a
on can verify Verify <i>ed and it</i>	EDIT WEEKLY / Day Sunday 11/28/2021 Monday 11/29/2021	ATTENDANCE (W	EEK OF 11/28/202	Lunch End	Check Out	Updated n/a n/a
on can verify Verify <i>ied and it</i> <i>help request.</i>	EDIT WEEKLY / Sunday 11/28/2021 Monday 11/29/2021 Tuesday 11/30/2021	ATTENDANCE (W	EEK OF 11/28/202	Lunch End	Check Out	Updated n/a n/a n/a
on can verify Verify <i>ied and it</i> <i>help request.</i> Inticipants.	EDIT WEEKLY / Day Sunday 11/28/2021 Monday 11/29/2021 Tuesday 11/30/2021 Wednesday 12/1/2021	ATTENDANCE (W	EEK OF 11/28/202	Lunch End	Check Out	Updated n/a n/a n/a n/a
on can verify Verify <i>ied and it</i> <i>help request.</i> articipants. s in their	EDIT WEEKLY / Day Sunday 11/28/2021 Tuesday 11/30/2021 Wednesday 12/1/2021 Thursday 12/2/2021	ATTENDANCE (W	EEK OF 11/28/202 Lunch Start	Lunch End	Check Out	Updated n/a n/a n/a n/a n/a
on can verify Verify <i>ied and it</i> <i>help request.</i> articipants. s in their	EDIT WEEKLY / Sunday 11/28/2021 Monday 11/29/2021 Tuesday 11/30/2021 Wednesday 12//2021 Thursday 12/2/2021 Friday 12/2/2021	Check In Che	EEK OF 11/28/202	Lunch End	Check Out	Updated n/a n/a n/a n/a n/a n/a
on can verify Verify <i>ied and it</i> <i>help request.</i> articipants. s in their Aanagement	EDIT WEEKLY, Day Sunday 11/28/2021 Monday 11/29/2021 Tuesday 11/30/2021 Wednesday 12/1/2021 Thursday 12/2/2021 Friday 12/3/2021 Saturday 12/3/2021	Check In Che	EEK OF 11/28/202 Lunch Start Lunch Start	Lunch End	Check Out Image: Ima	Updated n/a n/a n/a n/a n/a n/a n/a n/a n/a
on can verify Verify <i>ied and it</i> <i>help request.</i> articipants. s in their Management	EDIT WEEKLY / Day Sunday 11/28/2021 Tuesday 12/12/2021 Tuesday 12/1/2021 Thursday 12/2021 Friday 12/2021 Saturday 12/4/2021	ATTENDANCE (W	EEK OF 11/28/202 Lunch Start	Lunch End	Check Out	Updated n/a n/a



Create the Reports

	Net				0	DASHBOAR	DS - & CUST	OMERS	r dil 1	HI, 6PARTNER -
L ISETS	CUSTO	MER FO	RMS							
Overview In	take/Referral	IEP/Case Mar	nagement C	ustomer Forn	ns Summa	ry Tools				
CUSTOMER	R FORMS									
Profile: Andy He	enry	Select	a form				T.s			
Email andyhenry@iset:	stestuser.com	Select 1L444-2 1L444-4	a form 2610 Activity Rep 4334 Employmer	oort It and Training (Customer Staffi	ng				Add Referral
DOB 7/10/1979		IL444-	2606D - Regular	Earnfare Referra	al Earnfare and	Attendance		Search		
User Name AHe	enry1								Date	300 Km 57 J
Last 4 SSN 005	1	▲	Referred To	Referred From	Added	Referral Form	Provider Response	Marked By	Marked By	SNAP/E&T Eligible
Individual Nun	n ber 12345	1	Jane Adams	Asian	5/17/2022	Print	Waiting for	Not Yet	Not Yet	ONot
Redeterminatio	on Date		Corp	Human Services			Response	Marked	Marked	Receiving
Primary E&T P	rovider Asian	2	Lower North - Cook	Asian Human	5/18/2021	Print	Accepted	Not Yet Marked	Not Yet Marked	☑Yes - Receiving
Human Services		Showir	County	Services						
DHS Office N/A		51000	.9 5 01 5 01							

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

Additional Reports Needed Include

- Employment Report
- Earnfare Administrative Expenses Certification
- Snap to Success Financial Report
- Quarterly Interest Report Summary
- EDF



Billing/Staffing Instructions

December 2024 v7

Attendance Reports

P/0	Case Management	Customer Forms	Summary Tools
	Select a form		Y
	Select a form		hz
	IL444-2610 Activity	Report	
			amor Staffing
	IL444-4334 Employ	ment and Training Cust	Jiller Stalling

2606 - Earnfare

- 1. Provider or participant tracks hours of activity using the attendance tool.
- 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.
- 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.

ISETS				1
ISETS COSTON				
Verview Intake/Referral	EP/Case Management Customer Forms	Summary Tools		
JSTOMER FORMS				
hofile: Earni Earnfare	Select a form		Ŷ	
imall iamiEamfare071079@noisetsemai	IL444-2606D - REGULAR EARNEA	RE REFERRAL AND	ATTENDANCE RE	CORD
com Ipdate Contact Info	December		~	
OOB 7/10/1979	Fiscal Year*			
Jser Name EEarnfare	2023 (Current FY)		Ť	
ast 4 SSN 3576	SECTION I			
ndividual Number	Customer Information:			
Redetermination Date	Customer Name: Customer Address:	Earni Earnfare 1 Earnfare Way		
rimary E&T Provider Asian	Customer City, State, Zip: Customer Last 4 SSN:	Earnings, IL, 62845 3576		
iuman Services	Customer SNAP Case Number: Customer Phone:	0 773-773-0138		
iecondary E&T Provider N/A	Employer Information: Employer Name:	Update Employer Eagles Range		
DHS Office Lower North - Cook Lounty	Employer Contact: Employer Address:	No Employer Conta 108 N. 10th St.	ict on File	
Program Enrollment Earnfare	Employer City, State, Zip: Employer Phone:	Benton, IL, 62845 618-618-6189		
ine All	SECTION II - REFERRAL (PL	ANNED WORK HO	URS)	
Reset Password	SNAP Work-Off Hours (CW - Cor	nmunity Workfare):	1	6.00
	Stipend (TJU - Transitional Job) H Total Hours:	lours	+ 3	15.00
articipant Summary Tools	Eamfare Case Worker:	ISETS 6Partner		v
ussessments				
hange in Activity	Eamfare Case Worker Phone:	790-790-7906		
ien/ces	SECTION III - DAILY SIGN IM	I/OUT		
	Group Attendance Tool Collaps	e All Attendance		
Iploads	- OU. Community Maddan			
	 Cw - Community Worklare 			
nstructions	. Time . Lunch	Lunch Time	Sear	t .
Ink to instructions	Date In Start	End Out	Hours Signa	ature Added By
also the organizar shaela	12/5/2022 9:00 AM	2300	5	ISE IS EMARTMAN -
	-	PM		1/10/2023
lustomer Forms	12/6/2022 9:00 AM	2:00 PM	5	1/10/2023
Dustomer Forms Referrals	12/6/2022 9:00 AM 12/7/2022 9:00	2:00 PM 2:00	5	1/10/2023 ISETS 6Partner - 1/10/2023 ISETS 6Partner -
Dustomer Forms Referrals L444-2610 Activity Report	12/6/2022 9:00 AM 12/7/2022 9:00 AM	2:00 PM 2:00 PM	5	1/10/2023 ISETS 6Partner - 1/10/2023 ISETS 6Partner - 1/10/2023
Sustomer Forms Leferrals L444-2610 Activity Report L444-4334 Employment and Italning Customer Staffing	12/6/2022 9:00 AM 12/7/2022 9:00 AM Showing 1 to 3 of 3 entries	PM 2:00 PM 2:00 PM	5	1/10/2023 ISETS 6Partner - 1/10/2023 ISETS 6Partner - 1/10/2023
Sustomer Forms Referals 444-2610 Activity Report 444-4394 Employment and Faining Customer Staffing	12/5/2022 9:00 AM 12/7/2022 9:00 AM Showing 1 to 3 of 3 entries	РМ 2:00 РМ 2:00 РМ	5	1/10/2023 ISETS 6Partner - 1/10/2023 ISETS 6Partner - 1/10/2023
Sustander Forms Jaferrals 1444-2610 Activity Report 1444-4334 Employment and Italining Customer Staffing	12/5/2022 9:00 AM 12/7/2022 9:00 AM Showing 1 to 3 of 3 entries	РМ 2:00 РМ 2:00 РМ	5	1/10/2023 ISITS 6Pattner - 1/10/2023 ISETS 6Pattner - 1/10/2023
Sustoner Forms (44/era)s U444-2610 Activity Report U444-4334 Employment and haloing Customer Staffing	12/6/2022 9:00 AA 12/7/2022 9:00 AM Showing 1 to 3 of 3 entries	PM 2:00 PM 2:00 PM	5 5 Sear	1/10/2023 ISITS 6Partner - 1/10/2023 ISETS 6Partner - 1/10/2023
Ustomer Ferns Herrals 444-2010 Activity Report 444-4334 Employment and Adding Customer Staffing	12/42/22 900 AA 12/7/2022 900 AB Showing 1 to 3 of 3 entries 100 families 100 famil	Eunch Time Cot	5 5 Total & Clien Hours & Sign	T/10/2023
Lustomer Ferns leferals (444-200 Activity Report (444-4336 Employment and haining Customer Staffing	12/e2022 960 AAA 10/7/2622 960 AAA Showing 1 to 3 of 3 entries - 101 Insolitonal Job Date Im Leach Saut 12/12/2022 900 AAA	Eunch Time End Z00 PM Z00 PM Z00 PM Z00 PM Z00 PM	5 5 Sear Total & Clien Hours & Sign 5	t/1/0/2023
Sustance Forms alforats L444-2610 Activity Report L444-334 Employment and helining Customer Staffing	12/k/2022 900 AA1 13/7/2022 900 AA Showing 1 to 3 of 3 entries • 10 Received of the Server 12/12/2022 900 AA1 12/12/2022 900 AA1	Eunch Time End Z00 PM Z00 PM Z00 PM Z00 PM Z00 Z00 PM Z00 PM Z00 Z00 PM Z00	5 5 Total Clien Hours Glien S 5	11102203 3 SET Service - 1/10/2023 IETS Gentrer - 1/10/2023 t t t Added By IETS Gentrer - 1/10/2023 IETS Gentrer - 1/10/2023
Justicent Forms Justicents 4444 2010 Autory Report Add 2014 Autory Report Justice Colouries Staffing	12/k/2022 800 13/7/2032 800 Showing 1 to 3 of 3 entries Image: State of the state of th	Lunch L	5 5 Total Hours Clien S 5 5	11/10/2023 ISEES Servine- 11/10/2023 ISEES Servine- ISEES Servine- 11/10/2023 ISEES Servine- 11/10/2023 ISEES Servine- 11/10/2023 ISEES Servine-
utenne Fonn eternik 1444-200 Activy Report 1444-200 Activy Report Add 1916 Engloyment and halong Cultures Suffig	12/k/2022 900 AA1 12/7/2022 900 AA Showing 11 0 3 of 3 entries 10/17/2022 900 AA 12/12/2022 900 AA 12/12/2022 900 AA 12/12/2022 900	Lunch L	5 5 5 Total Client Sign 5 5 5	th 102203 ISETS Senter- INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203 ISETS SENTER INTRO203
valence Form	12/42/2022 8:00 AM 12/7/2022 8:00 AM 12/7/2022 8:00 AM 12/7/2022 9:00 12/7/2022 9:00 12/7/202 12/7/20	Lunch Time End 200 PM End Time PM 200 PM 200 PM 200 PM 200 PM 200 PM	5 5 5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	11/0/2023 11/0/2023
valence Form	12/42/022 9:00 AAA 17/72/02 9:00 AAA 17/72/02 9:00 AAA 10 3 of 3 entries 10 10 3 of 3 entries 10 10 10 10 10 10 10 10 10 10 10 10 10 10 1	ри 200 200 200 200 200 200 200 200 200 20	5 5 5 5 5 5 5 5 5 5 5	11/0/2023 ISTS Seffuer - 11/0/2023 ISTS Seffuer - 11/0/2023 ISTS Seffuer - 11/0/2023 ISTS Seffuer - 1/0/2023 ISTS
Valence Form	12/r2/022 900 AM 13/7/2622 900 AM Showing 1 to 3 of 3 entries • 101 insolitoned lob • 101 insolitoned lob 12/12/222 900 12/14/202 900 12/14/202 900 12/14/202 900	рм 200 200 200 200 200 200 200 200 200 20	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	11/02/02 SETE Software - L/16/2023 diff Grammer - L/16/2023 diff Grammer - L/16/2023 BESE Software - L/16/2023 UN0/2023 BESE Software - L/16/2023 UN0/2023 BESE Software - L/16/2023 UN0/2023 BESE Software - L/16/2023 UN0/2023 BESE Software - L/16/2023
Judiono Form	12/k2/2022 9:00 AAA 13/7/2022 9:00 AAA Showing 1 to 3 of 3 entries - 101 fravotional Jub - 101 fravotional J	ри 200 200 200 200 200 200 200 200 200 20	5 5 5 7 7 1 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8	TURO203 CETS Service - TURO203 EETS Service - EETS Service - EETS Service - TURO203 EETS
Judimon Form.	12/42/2022 8:00 AM 17/7/2022 8:00 AM Showing 1 to 3 of 3 entries 1 /11 travisional Job 1 /12/12/2022 8:00 12/12/2022 8:00 12/12/202 12/12/2022 8:00 12/12/202 12/12/202 12/12/202	ри 200 200 200 200 200 200 200 20	5 5 5 7 Total Client Source So	11/10/2023 11/10/
valence Form	12/42/2022 8:00 AM 17/7/2022 8:00 AM 10/7/2022 8:00 AM 10/7/2022 8:00 10/7/2022 8:00 12/7/2022 8:00 12/7/2020 8:00 12/7/2020 8:00 12/7/2020 8:00 12/7/2020 8:00 1	рн 200 рн 1000 рн 1000 рн 200 рн 200 рн 200 рн 200 рн 200 рн 200 рн 200 рн	5 5 5 1044 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	11/10/2023 11/10/
valence Form	12/42/022 8/0 13/72/022 8/0 13/72/022 8/0 Showing 1 to 3 of 3 entries It transformer tore 12/12/0202 8/0 12/12/0202 8/0 12/12/0202 8/0 12/12/0202 8/0 12/14/04/04 10/1	рм 200 рм	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	1/10/2023 SETE Shorter- V/10/2023 SETE Shorter- V/10/2023 SETE Shorter- V/10/2023 BESE Shorter- V/10/2023
valence Form	17//2/22 9/0 17//2/22 9/0 17//2/22 9/0 1 10 10 10 10 10 11 10 12 10 11 10 12 10 12 12 <	ри 200 200 200 200 200 200 200 20	5	1/10/2023 SETE Spinuer - L/16/2023 dtht Ghemer - L/16/2023 tht Added By BESE Spinuer - VIN2023 UND Spinuer - VIN2023 BESE Spinuer - VIN2023
Judiono Fons Herris 4444 2010 Activy Report 4444 2010 Activy Report and 2010 Active Suffici Colorent Suffici Colorent Suffici Colorent Suffici	12//2/2022 9:00 13//2/2022 9:00 20//2/2022 9:00 20//2/2022 9:00 11//2/2022 9:00 12//2/2022 9:00 12//2/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//12/2022 9:00 12//2/2022 9:00 12//2/2/2022 9:00 12//2/2/202 9:00 12//2/2/202 9:00 12//2/2/202 9:00 13//2/2/202 9:00 13//2/2/202 9:00 13//2/2/202 9:00	PM	5 5 5 6 7 May 2 5 7 May 2 5 7 May 2 7 7 May 2 7 7 May 2 7 7 May 2 7 7 May 2 7 7 May 2 7 May 2 May	17/02/02 EEEE Software - 17/02/02 EEEE Software - 17/02/02 Iditi Giberro - 17/02/02 BEEE Software - 17/02/02 EEEE Software - 17/02/02 EEEE Software - 17/02/02 BEEE Software - 17/02/02 EEEE Software - 17/02/02 EEEE Software - 17/02/02 BEEE Software - 17/02/02
Judiono Form.	12/4/2022 8:0 12/4/2022 8:0 12/7/2022 8:0 Showing 1 to 3 of 3 entries 101 Investigational Job 111 Investigational Job 12/12/2022 8:0 12/12/2022 8:0 12/12/2022 8:0 12/12/2022 8:0 12/12/2022 9:0 12/12/2022 9:0 12/12/2022 9:0 12/12/2022 9:0 12/12/2022 9:0 12/12/2022 9:0 12/12/2022 9:0 12/12/2022 9:0 12/12/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 13/12/20/2022 9:0 <th< td=""><td>PM PM PM</td><td>5 5 5 7 Maar 2 5 5 5 5 5 5 5 7 7 7 7 7 7 7 7 7 7 7 7</td><td>11/10/2023 CETS Speaking - 11/10/2023 Identify Speaking - 11/10/2023 Identify Speaking - 11/10/2023 Identify Speaking - 10/10/2023 Identify Speaking - 10/1</td></th<>	PM	5 5 5 7 Maar 2 5 5 5 5 5 5 5 7 7 7 7 7 7 7 7 7 7 7 7	11/10/2023 CETS Speaking - 11/10/2023 Identify Speaking - 11/10/2023 Identify Speaking - 11/10/2023 Identify Speaking - 10/10/2023 Identify Speaking - 10/1
valence Form	12/4/2022 9:00 12/4/2022 9:00 12/7/2022 9:00 Showing 1 to 3 of 3 entries • 101 fine 0 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/12/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 13/20/2022 9:00 14/20/2022 9:00<	PM PA	5 5 5 7 Teal Clare 5 5 5 5 5 5 5 5 5 5 7 7 7 7 7 7 7 7 7	11/10/2023 11/10/
valence Form	12/4/2022 9/0 12/4/2022 9/0 12/7/2022 9/0 3/10/001 10 3 of 3 entries III family Landh 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/12/2022 9/0 12/20/022 9/0 13/10/11 10 / f r entries Does the organization have a pail Section V - PAYMENT VEF Total Hours 12/14 Hours 12/14 Hours	PM	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	17/02/2013 17/02/2013 15/5 \$#ntmer- 17/02/201 15/5 \$#ntmer- 17/02/201
ultimore Forms elemans 444 2020 Acting Report 444 2020 Acting Report avoing Coutomer Fording	17/4/2022 9/0 17/7/2022 9/0 17/7/2022 9/0 17/7/2022 9/0 17/7/2022 9/0 17/11 10/11 10/11 10/11 10/11 10/11 11/11 10/11 <t< td=""><td>Image: Phile Phile</td><td>5 5 500 500 500 500 500 500 500 500 500</td><td>11/02/02 SETE SPINIER SETE SPINIER IfTE SPINIER</td></t<>	Image: Phile	5 5 500 500 500 500 500 500 500 500 500	11/02/02 SETE SPINIER SETE SPINIER IfTE SPINIER
Judiono Fons Henris 444 4200 Anity Rigori 444 4210 Anity Guarant And Autory Cuarant Suffig	17/#2022 900 17/#2022 900 17/7/2022 900 17/7/2022 900 18/10 103 of 3 district 19/10/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 12/12/2022 900 Add 12/12/2022 Add 12/12/2022 Add 12/12/2022 Showing 1 to / of / entries Showing 1 to / of / entries Showing 1 to / of / Additional soly is Showing 1 to / of / Huary (CM - Constrained Job) State Minipum Wage: State Minipum Wage: State Minipum Wage: State Minipum Wage: State Minipu	Image: second	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	1.102203 EET Software - 1/162203
Judimon Forms	12/4/2022 8/0 12/4/2022 8/0 12/7/2022 8/0 Showing 1 to 3 of 3 entries Image: Showing 1 to 3 of 3 entries Image: Showing 1 to 3 of 3 entries 12/1/2/2022 8/0 12/1/2/2022 8/0 12/1/2/2022 8/0 12/1/2/2022 8/0 12/1/2/2022 8/0 12/1/2/2022 8/0 12/1/2/2022 8/0 12/2/2/2022 8/0 12/2/2/2022 8/0 12/2/2/2022 8/0 12/2/2/2022 8/0 12/2/2/2022 8/0 12/2/2/2022 8/0 12/2/2/2022 8/0 12/2/2/2022 8/0 Showing 1 to / of 2 entries Does the organization have a pail Showing 1 to / of 2 entries Does the organization have a pail Showing 1 to / of 2 entries	Lunch Time Lunch Time Lunch Time Lunch Zen Lunc	5	100203 EEE Senter - 11/22021 EEE Senter - 100203 EEE Senter - 100203 EEE Senter - 10020
valence form	12/4/2022 9:00 12/4/2022 9:00 12/7/2022 9:00 20 9:00 12/7/2022 9:00 12/12/12/202 9:00	PM PA	5 5 5 7 7 10 10 10 10 10 10 10 10 10 10 10 10 10	17.02203 15.15 Settion - 17.02003 15.15 Settion - 17.02003 15.15 Settion - 17.02003 16.15 Settion - 17.02003 17.05 Settion - 17.02003 17.05 Settion - 12.000 17.05 Settion - 12.000
valence Form	12/#2022 9:0 12/#2022 9:0 12/#2022 9:0 21/12/2022 9:0 12/12/10/202 9:0	Image: second	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Comparison of the second
valence Form	17/4/2022 9/0 17/2/2023 9/0 17/2/2024 9/0 17/2/2020 <td>Image: Image: Image:</td> <td>5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 7 7 7 7 7</td> <td>11/02/02 SETE SPINION - VI (2202) Efficiency - VI (2202) VI VI (2202) V V V V V V V VI (2202) VI (2202)</td>	Image:	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 7 7 7 7 7	11/02/02 SETE SPINION - VI (2202) Efficiency - VI (2202) VI VI (2202) V V V V V V V VI (2202) VI (2202)
Judinovo Fions Herrisi Letterisi 444-2020 Active Station 444-2020 Active Station Contemporation and Active Contemporation Active C	17/4/2022 9/0 17/2/2022 9/0 17/2/2022 9/0 17/2/2022 9/0 1 10 3 of 3 entries • 10 Investigation Investigation 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/12/2022 9/0 1 1 12/2/2/2022 9/0 1 1 12/2/2/2022 9/0 1 1 12/2/2/2022 9/0 1 1 12/2/2/2022 9/0 1 1 12/2/2/2022 9/0 1 1 12/2/2/2022 9/0	year year isanch Time	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	1102023 1102023 1102023 1102023 1102023 1102023 11010203 110
Judimon Form.	12/4/2022 9:00 11/7/2022 9:00 12/7/2022 9:00 11/7/2022 9:00 12/7/2022 9:00	under pM pM pM pM pM<	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	11/10/2023 11/10/10/2023 <t< td=""></t<>
Judinovo Form.	12/4/2022 9:00 12/4/2022 9:00 12/7/2022 9:00 12/7/2022 9:00 12/7/2022 9:00 12/12/2023 9:00 12/12/2024 9:00 12/12/2025 10:00 12/12/2025 <t< td=""><td>yet indication indicati</td><td>5 5 5 6 7 7 6 7 7 7 7 7 7 7 7 7 7 7 7 7</td><td>11/10/2023 11</td></t<>	yet indication indicati	5 5 5 6 7 7 6 7 7 7 7 7 7 7 7 7 7 7 7 7	11/10/2023 11
vateronic Form	17/4/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 17/2/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 12/20/2022 9:00 13/20/2022 9:00 14/20/2022 9:00 15/20/2017 16:00 15/2017 16:00 16/2017 16:00 <td>u PM PM <t< td=""><td>5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5</td><td>X102223 X102223 X102223 X102223 X10223 X1022 X10223 X1022 X10223 X10223 X10223 X1022 X10223 X1022 X10223 X1022 X10223 X1022 X1022 X1022 X1022 X1022 X1022 X1022 X1022 X102 X1022 X102 X1022 X102 X</td></t<></td>	u PM PM PM PM <t< td=""><td>5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5</td><td>X102223 X102223 X102223 X102223 X10223 X1022 X10223 X1022 X10223 X10223 X10223 X1022 X10223 X1022 X10223 X1022 X10223 X1022 X1022 X1022 X1022 X1022 X1022 X1022 X1022 X102 X1022 X102 X1022 X102 X</td></t<>	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	X102223 X102223 X102223 X102223 X10223 X1022 X10223 X1022 X10223 X10223 X10223 X1022 X10223 X1022 X10223 X1022 X10223 X1022 X1022 X1022 X1022 X1022 X1022 X1022 X1022 X102 X1022 X102 X1022 X102 X
valence Form	17/4/2022 9/0 17/2/2023 9/0 17/2/2024 1/0 17/2/2025 1/0 17/2/2026 1/0 17/2/2027 <td>ue pin pin pin pin</td> <td>5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5</td> <td>11/10/2023 1</td>	ue pin pin	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	11/10/2023 1
Judinovo Fions Infensis 444 - 4200 Activy Report 444 - 4200 Activy Report Att All & Employment and Att All & Employme	17/4/2022 9/0 17/2/2022 9/0 17/2/2022 9/0 17/2/2022 9/0 17/2/2022 9/0 17/2/2022 9/0 17/2/2/2022 9/0 </td <td>unit Time unit Time</td> <td>5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5</td> <td>1/10/2023 <t< td=""></t<></td>	unit Time	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	1/10/2023 1/10/2023 <t< td=""></t<>



December 2024 v7

2610 – SNAP Job Placement or SNAP 2 Success

- 1. Provider or participant tracks hours using the attendance tool.
- 2. Select the Customer Forms tab on t ISETS profile.
- 3. Select the IL444-2610 from the drop menu.
- 4. Select Month from drop-down.
- 5. Select Provider from drop-down if p access to more than one provider a
- 6. Select Program Year.
- 7. Verify that all activities are reportin

- 8. Enter username.
- 9. Save and Sign Document (digital sig date and time). Or just Save the doo

Г

rticipant tracks hours of activity ndance tool. <mark>tomer Forms</mark> tab on the customer	EP/Case Management	Customer F	orms	Summary T	ools	
4-2610 from the drop-down	Select a form					Y
from drop-down. <mark>r</mark> from drop-down if partner has e than one provider agency.	Select a form IL444-2610 Activity IL444-4334 Employ IL444-2606D - Reg	r Report rment and Traini ular Earnfare Ref	ng Custom Terral Earnfi	er Staffing are and Atte	endance	
n Year.		Profile: Andy Henry S Email IL andyhenry@isetstestuser.com	alect a form 444-2610 - ACTIVITY R Reporting Month."	EPORT	~	
activities are reporting as intended.	-	DOB 7/10/1979 User Name Allenry/1 Last 4 SEN 0051	August Provider* Asian Human Services		~	
Document (digital signature based o	n username,	Individual Number 12345 Redetermination Date Individual	Program Veer * 2021 Note: One form per organiz	ation is required.	~	
). Or just Save the document.		Primary E&T Provider Asian Human Services Secondary E&T Provider N/A	Work and Training Active	ty type/description: Update	activities and Attendanc	e in the IEP
	-	DHS Office N/A Program Enrollment N/A See Al	Date Time in St Li 8/2/2021 3:30 PM	anch e Lunch e Time e cart e End e Out e 5:30 PM	2 Total Client Hours Signature	Verified Verified ISETS 3manager - 11/15/2021 3:20:37 PM
		Sync Week IIS Reset Password Participant Summary Tools	8/3/2021 3:30 PM 8/4/2021 3:30 PM	5:30 PM 5:30 PM	2	ISETS 3manager - 11/15/2021 3:20:37 PM ISETS 3manager - 11/15/2021 3:20:37 PM
		Assessments Case Notes	8/5/2021 3:30 PM 8/6/2021 3:30	5:30 PM 5:30	2	ISETS 3manager - 11/15/2021 3:20:37 PM ISETS 3manager - 11/15/2021 3:20:27 PM
	-	Change in ActMty Services Worksites	Showing 1 to 5 of 5 entri	es ning		
		Uploads	Date In	Lunch Lunch Time Start End Out	Si • Total • Client Hours • Signatu	earch:
	-	Case File Organizer Sheets	8/2/2021 9:00 AM 8/3/2021 9:00 AM	1:00 PM 1:00 PM	4	WPP Train10 - 11/2/2021 4:34:48 PM WPP Train10 - 11/2/2021 4:34:48 PM
		Referrals IL444-2610 Activity Report	8/4/2021 9:00 AM 8/5/2021 9:00	1:00 PM 1:00	4	WPP Train10 - 11/2/2021 4:34:48 PM WPP Train10 -
		L444-4334 Employment and Training Customer Staffing	8/6/2021 9:00 AM	1:00 PM	4	WPP Train10 - 11/2/2021 4:36:48 PM
			8/30/2021 9:00 AM	PM 1:00 PM	4	6/8/2022 12:48:05 PM ISETS 6Partner - 6/8/2022 12:48:45 PM
			8/31/2021 9:00 AM 9/1/2021 9:00	1:00 PM 1:00	4	ISETS 6Partner - 6/8/2022 12-48:45 PM ISETS 6Partner - 6/8/2023 12-48:45 PM
			9/2/2021 9:00 AM 9/3/2021 9:00	1:00 PM 1:00	4	ISETS 6Partner - 6/8/2022 12:48:45 PM
			AM Showing 1 to 25 of 25 er	PM		6/8/2022 12:48:45 PM
			 JRS - Job Retention Time - Ja 	Services	Si Total Client	earch:
Name of Organization: Asian Human Services	;		Date In St 8/2/2021 9:00 AM 8/6/2021 9:00 AM	tart End Out 11:00 AM 12:00 PM	Hours Signature	Verified ISETS 3manager - 11/22/2021 2-45:53 PM ISETS 3manager - 11/22/2021 2-45:53 PM
6partner			Showing 1 to 2 of 2 entri Name of Organization Authorized Contact: Wpp10	es Asian Human Services		
Save Save and Sign Document			Export/Print - IL444-21	510 Activity Report		
Export/Print - IL444-2610 Activity Report						



Billing/Staffing Instructions

December 2024 v7

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.



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.

III ISETS: SUPPORTIVE SERVICES SUMMARY	1

						Staffing Mo	nth				
Asian Human	Services				\sim	July				~	
Include FCRCs						Fiscal Year					
ogram *						2025				~	
Earnfare					~	IDHS Office					
						Select				~	
Filter											
incer											
25									Total fo	or the Month of Ju	ly: \$1
iow 25 Y e	ntries										
			Case Number /								
÷	÷		Last 4 SSN		\$	÷	÷	÷	÷		
			/	Books &	Ed/						
Annroved	First	last	Staffing	Training	Cred		Childcare/	Housing/	Personal		
Approved by Partner	First Name	Last Name	Staffing Month	Training Supplies	Cred Testing	Clothing	Childcare/ Medical	Housing/ Utilities	Personal Hygiene	Transportation	То
Approved by Partner	First Name	Last Name	Staffing Month 733735891	Training Supplies	Cred Testing	Clothing	Childcare/ Medical	Housing/ Utilities	Personal Hygiene	Transportation	То
Approved by Partner	First Name Tom	Last Name Bilyk	Staffing Month 733735891 5891	Training Supplies	Cred Testing 0	Clothing	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5	To 85
Approved by Partner	First Name Tom	Last Name Bilyk	Staffing Month 733735891 5891 July	Training Supplies	Cred Testing	Clothing	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5	To 85
Approved by Partner	First Name Tom	Last Name Bilyk	Staffing Month 733735891 5891 July 770770051 0051	Training Supplies	Cred Testing 0	Clothing 0	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5	To 85
Approved by Partner	First Name Tom Andy	Last Name Bilyk Henry	Staffing Month 733735891 5891 July 770770051 0051 July	Training Supplies	Cred Testing 0	Clothing 0 0	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5 75	To 85
Approved by Partner	First Name Tom Andy	Last Name Bilyk Henry	Staffing Month 733735891 5891 July 770770051 0051 July	Training Supplies 0	Cred Testing	Clothing 0	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5 75	To 85 7
Approved by Partner	First Name Tom Andy	Last Name Bilyk Henry es	Staffing Month 733735891 5891 July 770770051 0051 July	Training Supplies 0	Cred Testing 0 0	Clothing 0 0	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5 75 Previous 1	Tot 85 7 Ne
Approved by Partner	First Name Tom Andy	Last Name Bilyk Henry es	Staffing Month 733735891 5891 July 770770051 0051 July	Training Supplies	Cred Testing 0	Clothing 0 0	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5 75 Previous 1	To 85 7
Approved by Partner	First Name Tom Andy	Last Name Bilyk Henry es	Staffing Month 733735891 5891 July 770770051 0051 July	Training Supplies	Cred Testing 0	Clothing 0	Childcare/ Medical	Housing/ Utilities	Personal Hygiene 0	Transportation 85.5 75 Previous 1	To 85 7 Ne



- 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. This will update the mark on the section 2 box of the Staffing and Billing report.
- 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

- On the ISETS main menu, select the Reports icon. (Bar graph)
- 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 sction 1 will automatically check.

ØISETS						🕑 DASHBOA	RDS - 坐 C	USTOMERS	🖬 dil	HI, 6PARTNER
I ISE	TS: ALL	PARTIC		NTS WH	HO REC	EIVED BENE	FITS SL	JMMARY	(43	33)
Back to Repo	orts								_	
Provider *						Staffing Month				
Asian Hum	nan Services				~	September				~
Program *						Fired Ver				
SNAP Job	Placement				~	2023				~
Customers						FCRC Office				
All Particip	ants who receive	ed benefits			~	Select				~
Show 10 🗸	entries									
Show 10 V	entries Case Number SNAP Cert Date	∲ Provider Activity	# ∳ Hours 2610	\$ Support Services	Last ∲ update to IEP	Last Referral Date E&T Status Progress Level Employment Verification	Add 4334 ≑ If Required	↓ IDHS Verification	Staffin	ng Completed
Show 10 ~ Name Adam East	entries Case Number SNAP Cert Date 309145145 10/25/2022	Provider Activity BE, CW	# ¢ Hours 2610 83	Support Services	Last update to IEP 1/10/2023	Last Referral Date E&T Status Progress Level Employment Verification N/A Active Acceptable Progress/Participation Verified Employment	Add 4334 ¢ if Required O Not Required O Required	IDHS Verification O SNAP E&T Eligible O Not SNAP E&T Eligible	Staffin	1g Completed Staffing Complet
Show 10 V Name Adam East Ildas Durmic	entries Case Number SNAP Cert Date 309145145 10/25/2022 733733595 2/23/2023	Provider Activity BE, CW BE, JR	# • Hours 2610 83 0	Support Services 0	Last • update to IIIFP 11/10/2023 39/23/2022 9/23/2022	Last Referral Date E&T Status Progress Level Employment Verification N/A Accive Acceptable Progress/Participation Verified Employment	Add 4334 If Required Not Required Required Not Required Required	IDHS Verification SNAP E&T Eligible Not SNAP E&T Eligible SNAP E&T Eligible Not SNAP E&T Eligible	Staffin	1g Completed Staffing Complet Staffing Complet 2022 - tth0270@gmail.cc



- 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 the partner marks each customer with 4334 required or not required, a green button displays to check indicating the partner has reviewed the 4333.
- 12. After all staffings are marked complete by the provider manager, a button "Staffing Complete" displays to indicate that the staffing is done.
- 13. 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.
- Yellow triangles with an exclamation point

Hover over the symbol and you will see what the difference is between when the staffing was marked and today. Click the symbol to go to the participant profile to verify. 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

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.

If Billing has approved a staffing and billing report, click the request change button.

			Storyblacks					ne Zones 🛛 Nati Day Cal 🕌 Thi		
- Constraint	TEST					O DASHE	BOARDS+ 4 GROUPS	🕿 🖩 📶 н. т	PROGRAMS -	_
III ISE	TS: ALL	PARTIC		S WHC	D RECE	EIVED E	SENEFITS SUI	MMARY (4333)		
Back to Repo	orts					Guilling Marsh				
Asian Hum	an Services				~	July			~	
Include 8000						Fiscal Vear				
Program *						2025			÷	
SNAP Job	Placement				~	DHS Office Select			v	
Customers	ante unho encor	and honofile								
an early a										
Show 25 Y	antriar									
		e					Last Referral Date			
		Number * SNAP Cert	÷ Provider	0 # Hours	: Support	Last 0 update to	Progress Level 0 Employment		0 IDHS	े Staffing
F. Name	L. Name	Date	Activity	2606/2610	Services	EP	Verification	Add 4334 If Required	Verification	Completed
Alfred	Franklin	3/22/2023	WRI, VI, CW, TI	A 11	A 330	9/17/2024	9/2/2022 Active Acceptable Progress/Participation N/A	Not Required Required 8/21/2024 - mwaldron	E&T Eligible Not SNAP E&T Eligible 8/21/2024 - mwaldron	Staffing Complete 9/17/2024 - mwaldron
Jakayla	Notella	12/17/2023	BE	0	0	6/14/2024	7/17/2023 Active N/A N/A	Not Required Required 9/17/2024 - mwaldron	© SNAP E&T Eligible © Not SNAP E&T Eligible 9/17/2024 - mwaldron	Staffing Complete 9/17/2024 - mwaldron
Tester	Dog	No Certification Date		0	0	11/6/2023	1/31/2024 Active Not progressing N/A	Not Required O Required 9/17/2024 - mwaldron	© SNAP E&T Elgible O Not SNAP E&T Elgible 9/17/2024 - mwaldron	Staffing Complete 9/17/2024 - mwaldron
Adam	Davis	104654870 9/30/2024	SJS, JR, BE, APU	0	۵	7/24/2024	N/A Retention Acceptable Progress/Participation Yes	Not Required Required 8/22/2024 - info@train17_slucowd.com	© SNAP E&T Eligible © Not SNAP E&T Eligible 9/16/2024 - mwaldron	Staffing Complete 9/17/2024 - mwaldron
Shekelia	Wallace	105468540 4/30/2025	BE, WRT, SJS	0	0	10/26/2023	10/12/2021 N/A N/A	Not Required Required 9/17/2024 - mwaldron	© SNAP E&T Eligible © Not SNAP E&T Eligible 9/17/2024 - mwaldron	Staffing Complete 9/17/2024 - mwaldron
Natalie	Buchanan	1234563380 1/10/2025	ол	0	0	3/6/2024	8/14/2023 Active Acceptable Progress/Participation N/A	Not Required Required 8/22/2024 - info@train17_siuccwd.com	© SNAP E&T Elgible © Not SNAP E&T Elgible 9/17/2024 - mwaldron	Staffing Complete 9/17/2024 - mwaldron
10Testdog	Dogtwo	123654789 No Certification Date	WRT	0	0	9/17/2024	9/5/2023 Active N/A No	O Not Required O Required	SNAP E&T Eligible Not SNAP E&T Eligible	Staffing Complete
Adam	East	309145145 10/25/2025	VT	0	75	7/18/2024	N/A Active N/A Yes	Not Required Required 9/17/2024 - mwaldron	© SNAP E&T Eligible © Not SNAP E&T Eligible 9/17/2024 - mwaldron	Staffing Complete 9/17/2024 - mwaldron
Ani	Apple	400177177 10/11/2021	vr	0	0	3/7/2024	5/17/2021 Active Acceptable Progress/Participation N/A	Not Required Required 8/22/2024 - info@train17_siucowd.com	SNAP E&T Eligible Not SNAP E&T Eligible 9/17/2024 -	Staffing Complete 9/17/2024 - mwaldron



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. Participants will display on the employment report once there is an employment verification added, either case note or upload.

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.

-

Provider

Program

Back to Reports

SNAP 2 Success

Show 10 v entries

Name

Case

Showing 1 to 1 of 1 entries

Number

1

All Participants who received benefits

ISETS: EMPLOYMENT REPORT

Provider

Activity

IR

Employed

8/21/2023

Date

Employment verification is approved by an IDHS Provider Manager.

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

ISETS Employment Report

- 1. On the ISETS main menu, select the Reports icon. (Bar graph)
- 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.

~

~

Employe

40

Staffing Month

Fiscal Yea

2024

IDHS Office

Select

Septembe

1 📂 🗉 🔟 🖬

 Activities related to employment may include E – Employment (Other E&T activity) and JRS – Job Retention Services (SNAP E&T activity)

Billing/Staffing Instructions

December 2024 v7

HI, DREINHARDT -



¢	Employment 🍦 Verified	Active Employment #	Benchmark(s)	Exited Date	Exited Reason
	No	1	30	N/A	N/A
				Previous	1 Next



- b. Date employment began.
- 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.
- 9. Partners will mark the box, Partner review complete. This will update the mark on the section 1 box of the Staffing and Billing report.

@ISETS

SNAP Job Placem

Staffing/Billing F

Showing 1 to 1 of

© 2022 - Illinois wo

Filter

IN ISETS:

10. Provider managers will mark the box, Reviewed by Provider Manager. This will update the mark on the section 2 box of the Staffing and Billing report.

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.
 - d. When completing the individual reports, the check boxes are marked automatically.
- 10. Click Submit at the bottom of the section.

Reports approved by Billing are considered "Locked". To make any changes to a customer profile once the billing month has been locked, the partner must click the purple button to "Request Staffing Changes". The Provider Manager must click the button to "Approve Request for Staffing Change". The partner will work with the assigned Provider Manager to resolve any issues. Dollar value changes to the staffing will appear in the "Total Monthly Charges" report for Billing to approve on the next unapproved month.

				O DASHBO	ARDS - 😃	CUSTOMERS	🖆 dil	HI, 6PARTNER -
	& BILLING	тос	N S					
DALLING	BILLING	100						
			S	affing Month				
ces		~		August				~
			F	CRC Office				
nt		~		Select				~
nance Improvemen	t Plan Form (Word)							
acket	Staffing Status		 Billing 	Submittal Status		Billing A	pproval Status	\$
	Submitted		Not Sub	omitted		Not App	roved	
entries							Previous	1 Next
kNet® - V: 51.13								
	III ISETS: ST	AFFIN	G & BIL	LING TOOLS				
	Back to Reports				Dalling Month			
	CARA Program			~	July			~
	Include FCRCs				Fiscal Year			
	Browner *				2025			~
	SNAP 2 Success			~	IDHS Office			
ges					Select			~
5	Download Performance	Improvemen	t Plan Form (Wo	rd)				
	Back to List							
11	GRANT EXTENSION IN THE YEAR	ID DATE						
спеск	CONTENE TOTAL	YTD %						Approved Budget
	Administration	31.67%	Jul-10.83%	Aug-20.83%				\$12,000.00
	Admin. Match	21.60%	k Aug-20.	76				\$10,000.00
	Supportive Services	2.54%	.					\$12,500.00
	Support Match	4.67%	BArro.					\$7,500.00
	1. Complete Staffing	Packet		2. Approve Staffing	Packet	3	Approve Billing Pa	cket
anv	Des idea all shade			Devidentities			Dilling at the life of the	
any	been reviewed and	are ready to I	be	sections have bee	n reviewed and are	e	been reviewed and	are ready to be
า	Submitted	eport		Employment	itted t Report		Consolidated	Supportive
•	Supportive Se	vices		Supportive Summany	Services		Services Sumr	nary Renefite
	All Participant	Who		Benefits Sur	nmary (4333)		Summary (433	13)
	Summary (433	nts 3)		View Supporting	Documents		Total Monthly	Charges
n to	S2S Financial I	leport		Required submiss	ion by the 20th of ervice.	the	View Supporting D	ocuments
	Upload Supporting	Documents	of the				Approval required to	by the last day of the
with	month following ser	vice.	i or the	Approve Staffing R	2port		monor ronowing sa	ornasion.
	Submit Staffing Report			Submitted: 11/22/2	024 - By: Amelia Te	siger	Reviewed and Approv	ed
aiue	Persuant Staffore Char	-		statting Complete: ' Telger	1/22/2024 - By: Ar	mena		
~~~"	Request Staffing Chan	,us						
ges	Submitted: 11/22/202 Partner Reviewed 433	4 - By: Ameli 3: 11/22/2024	a telger 4 - By:					
	Amelia Telger Partner Reviewed SSS:	11/22/2024	- By:					
	Amelia Telger							
	@ 2024 . Illinois		12.26.1					
	w 2024 - Initiois Working	v. 2024	TRACOUT FIERING I	con .				



# Farnfare

## 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.

Show 10 v entries

Month Ended

May 2022

Showing 1 to 1 of 1 entries

a. Complete the Certification Modal

Total Administrative

\$1275

Earnfare Administrative

\$57375

Expenses

b. Check box when complete

Expenses

c. Billing approves

% Total Staff

45%

Time

USETS CONTRACT		O DASHBOARDS -	CUSTOMERS	
ISETS: EARNFARE AD	MINISTRATION EX	XPENSES CERTIF	ICATION	
Back to Reports				
Provider *		Staffing Month		
Asian Human Services	~	May		Ý
Program *		FCRC Office		
Earnftyre	~	Select		*
Filter Add Certification Form				
Show 10 × entries				
Month % Total Staff Total A	dministrative Earnfa	are Administrative	Signed Certificatio	on Approved by
Ended Time Expens	es Expen	, ises	By Form	Billing
	No data ava	ailable in table		
Showing 0 to 0 of 0 entries				Previous Ne
© 2022 - Illinois workNet® - V: 51.13		omers 😃 groups	1 🚡 🗏	ilii 🔳 💌
© 2022 - Illinois workNet® - V: 51.13	ADD CERTIFIC	ATION MODAL	Eiscal Year	- iii 🗎 💌
© 2022 - Illinois workNet® - V: 51.13	ADD CERTIFIC	ATION MODAL	Fiscal Year	
© 2022 - Illinois workNet® - V: 51.13	ADD CERTIFIC	ATION MODAL	Fiscal Year	iii • • •
© 2022 - Illinois workNet ® - V: 51.13	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog	ram
© 2022 - Illinois workNet ® - V: 51.13	ADD CERTIFIC ADD CERTIFIC July % of the total sta 27	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog	ram
© 2022 - Illinois workNet ® - V: 51.13 By Certification Approved by Form Billing	ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog	ram
© 2022 - Illinois workNet © - V: 51.13 By © Certification © Approved by By Porm Billing arnfare Intative View/Print □ 022	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat 1535	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog	ram
© 2022 - Illinois workNet © - V: 51.13           By         Certification Form         Approved by Billing           arnfare ntative         View/Print	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat 1535	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog	ram
© 2022 - Illinois workNet © - V: 51.13  By Certification Approved by Billing  arnfare ntative View/Print Previous 1 Next	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat 1535 Signed as an aut	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog	ram
© 2022 - Illinois workNet © - V: 51.13  By Certification Approved by Form Billing  arnfare ntative View/Print Previous 1 Next	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat 1535 Signed as an autl Enter your name	ATION MODAL w aff time directed toward tive Expenses for the m horized Representative the same as you would	Fiscal Year 2025 d the Earnfare Prog onth	ram
© 2022 - Illinois workNet © - V: 51.13            By         Certification         Approved by           By         Form         Billing           arnfare         View/Print         Previous           Previous         1         Next	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat 1535 Signed as an autl Enter your name Train17	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog onth : d sign a document	ram
© 2022 - Illinois workNet © - V: 51.13  By Certification Approved by Form Billing  Irrifare Ntative View/Print  Previous 1 Next	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat 1535 Signed as an autl Enter your name Train17	ATION MODAL	Fiscal Year 2025 d the Earnfare Prog onth d sign a document	ram
© 2022 - Illinois workNet © - V: 51.13  By Certification Approved by By Form Billing arnfare entative View/Print D022 Previous 1 Next	ADD CERTIFIC ADD CERTIFIC Month Ending July % of the total sta 27 Total Administrat 1535 Signed as an autl Enter your name Train17	DMERS J& GROUPS ATION MODAL off time directed toward tive Expenses for the m horized Representative the same as you would	Fiscal Year 2025 d the Earnfare Prog conth	ram

### Earnfare Referral & Attendance Summary

- 1. On the ISETS main menu, select the **Reports** icon. (Bar graph) Partners may also select the report from the Staffing and Billing Box 1 for the reporting month.
- 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.

IN ISETS	S: EARN	VFARE	REFER	RAL AND	ATTENDA	NCE (260	06) SUMI	MARY		
Back to Reports										
Provider	Benton Tow	nsnip			·					
Staffing Month	July				~					
Fiscal Year	2025				~					
Filter Reset	Filters									
								А	pproved By Billin	9
								Approved By	Provider Manage	r
								Partner	r Review Complet	e
						Tota	l Reimbursement	t for the Mo	onth of July: \$0.	00
25 ✓ entrie	s per page									
Completed 2606 Form	F. 🔶 Name	L. 🔶 Name	Case 🔶 Number	Actual 🔶 Hours/Month	Required CW <b>♦</b> Hours/Month	Community Workfare Mours	Transitional Job Hours ≬ Worked	State Min () Wage	Cash Assistance 🌢 Issued	Month in Earnfare
11/22/202	4 Samuel	Reed202	722722932	17	19	17	0	14	\$0.00	0
11/22/202	4 Samuel	Reed206	722722936	17	20	17	0	14	\$0.00	0
11/22/202	4 Sebastian	Reed220	722722950	17	17	17	0	14	\$0.00	0
11/22/202	4 Stella	Reed205	722722935	17	21	17	0	14	\$0.00	0
Showing 1 to 4	of 4 entries							¢	c 1 >	>

Close



- 10. When all boxes have been checked, the partner marks the "Partner Review Complete". This will auto check the item in Box 1 of the Staffing and Billing Report.
- 11. When the Provider Manager reviews the report, they will check the "Approved by Provider Manager" box. This will auto check the item in Box 2 of the Staffing and Billing Report.
- 12. When Billing completes their review, they will check the "Approved by Billing" box. This will auto check the item in Box 3 of the Staffing and Billing Report.

# SNAP to Success Financial Report

This monthly report is filled out by an Intermediary or by an S2S provider if they do not work with an Intermediary.

The graph at the top displays the amount spent of the contract amount entered on the program contract by DHS Super Admin staff.

- Select S2S Financial Report from the Staffing and Billing report Box 1 (for partners) or Box 3 (for Billing) or from the list of reports.
- 2. Search Agency
- 3. Search Fiscal Year
- 4. Click Add Report OR
- 5. View report to edit one that has not been approved by Billing.

1	. T	C DASHE	CARDS - 1	CUSTOMERS 4	B GROUPS	1 - 1	n 🔹 🗠	HI, INFOR	TIMINT/_SIU	- MOD.COM
dil	ISETS:	SNAP TO	o succ	ESS FINA	NCIAL F	REPORT				
Back	to Reports									
Provide	e !									
CA	RA Program		~							
Desi 1	ðar.									
20	25		~							
Add	d Report									
cito	AT DRUGT IN	REVEAR TO DATE								
Ad	ministration	YTD % 31.67%	46-1120%	/up2013%					Approved \$12,000.0	Budget
Ad	lmin. Metch	21.60%	N 402-	10%					\$10,000.0	
Su	pportive Ser	vices 2,54%	8						\$12,500.0	,
Su	pport Match	4.57%	a deser						\$7,500.00	
	2	nes per page								
	2025	Total Admin 🕴	Admin Amount	Total Support	Support Amount	Total Other				Approved
	Reports	Expenditures	Matched	Expenditures	Matched	Expenditures	Signed B	У		by Billing
	July	\$1,300.00	\$160.00	\$67.00	\$100.00	\$0.00	mwałdz 11/27/2	om 024	View/Print	8
	August	\$2,500.00	\$2,000.00	\$250.00	\$250.00	\$0.00	into@tuin17 si 12/2/20	accwd.com 124	View/Print	•
	January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	mwaldr 11/1/20	on 124	View/Print	8
5	ihowing 1 to	a of a entries							i - 1	$\sim 10^{-1}$
Pie	w.									
0.20	04 - Illinois v	orkNet® - V: 2024	12.26.1 - ENV.	TEST						



#### Add a new report:

- 1. Select the month
- 2. Enter expenditures and amount claimed (match):
  - a. Administration Expenditures and Admin Amount Claimed (match)
  - b. Indirect Cost and Admin Amount Claimed (match)
  - c. Admin total is automatically calculated
- 3. Enter support expenditures and amount claimed (match):
  - a. Transportation
  - b. Educational/Credential
  - c. Childcare/medical
  - d. Books and Training Supplies
  - e. Clothing
  - f. Housing and Utilities
  - g. Personal Hygiene
  - h. Support Total is automatically calculated.
- 4. Enter Participant wages expenditures and amount claimed if applicable.
- 5. Upload a copy of the EDF to support the items entered on the form.
- 6. Click submit

vonth	Fiscal Yea	r		
January	✓ 2025			
	Total Admin Expenditures	Admin Amount Claimed		
Administration	0	0		
ndirect Cost	0	0		
Admin Total	0.00	0.00		
	Total Support Expenditures	Support Amount Claimed		
ransportation	0	0		
ducational/Credential	0	0		
Childcare/Medical	0	0		
Books & Training Supplies	0	0		
lothing	0	0		
Housing & Utlities	0	0		
ersonal Hygiene	0	0		
upport Total	0.00	0.00		
	Total Participant Wage Expenditures	Participant Wage Amount Claimed		