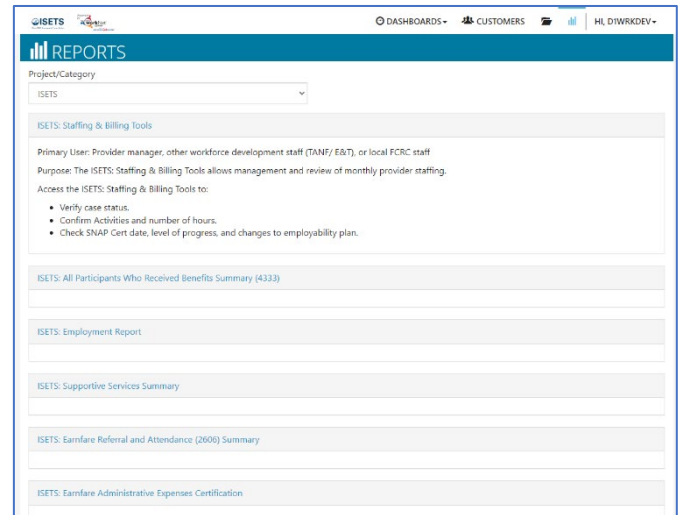
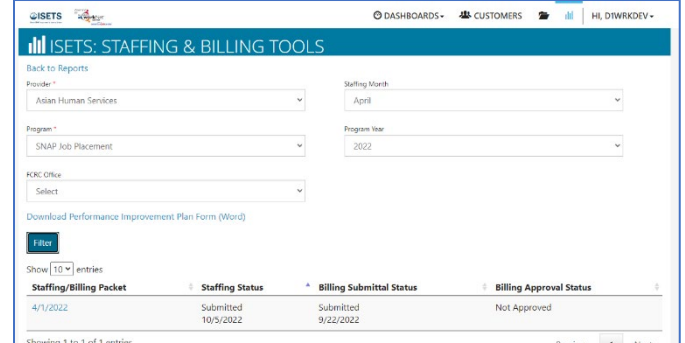


## Staffing Process for Participants

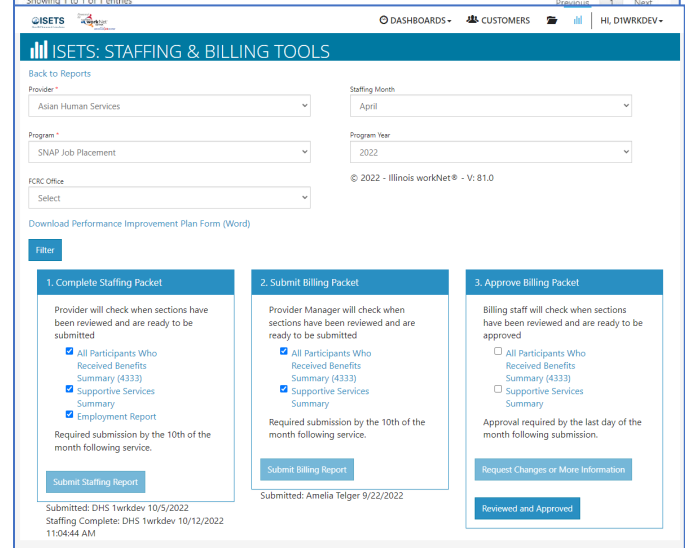
1. Access reports from ISETS.
2. Option A
  - a. Go to each sub report to check the details for your assigned providers
    - i. Select the Provider
    - ii. Select the Program
    - iii. Select the Month
    - iv. Select the Fiscal Year
  - b. Review the information.
  - c. Complete the components on the 4333.
3. Option B
  - a. Go to Staffing and Bill report
    - i. Select the Provider
    - ii. Select the Program
    - iii. Select the Staffing Month, *i.e. in October the staffing is completed for September.*
    - iv. Select the Program Year.
  - b. Click the date in the Staffing/Billing Packet column.
  - c. In section 1. Complete Staffing Packet, select the link to the report to be reviewed.
  - d. Click on the report name in the box to be reviewed. Workforce Development is responsible for the staffing component of the 4333.



The screenshot shows the 'REPORTS' section of the ISETS application. At the top, there are navigation links for 'DASHBOARDS', 'CUSTOMERS', and 'HI, DTWRKDEV'. Below this is a 'Project/Category' dropdown menu set to 'ISETS'. A list of reports is displayed, including 'ISETS: Staffing & Billing Tools', 'ISETS: All Participants Who Received Benefits Summary (4333)', 'ISETS: Employment Report', 'ISETS: Supportive Services Summary', 'ISETS: Earnfare Referral and Attendance (2008) Summary', and 'ISETS: Earnfare Administrative Expenses Certification'.



The screenshot shows the 'ISETS: STAFFING & BILLING TOOLS' page. It features a 'Back to Reports' link and several dropdown menus for 'Provider' (Asian Human Services), 'Staffing Month' (April), 'Program' (SNAP Job Placement), and 'Program Year' (2022). There is also an 'FCRC Office' dropdown set to 'Select'. Below these is a 'Download Performance Improvement Plan Form (Word)' link and a 'Filter' button. A table displays 'Staffing/Billing Packet' data with columns for 'Staffing Status' and 'Billing Submittal Status'. The table shows one entry for 4/1/2022 with a status of 'Submitted' and 'Submitted'.



This screenshot shows the 'ISETS: STAFFING & BILLING TOOLS' page with detailed instructions for three steps: 1. Complete Staffing Packet, 2. Submit Billing Packet, and 3. Approve Billing Packet. Each step includes a list of required documents and a 'Submit' button. Step 1 includes 'All Participants Who Received Benefits Summary (4333)', 'Supportive Services Summary', and 'Employment Report'. Step 2 includes 'All Participants Who Received Benefits Summary (4333)' and 'Supportive Services Summary'. Step 3 includes 'All Participants Who Received Benefits Summary (4333)' and 'Supportive Services Summary'. The page also shows a 'Submitted: DHS 1wrkdev 10/5/2022' message and a 'Submitted: Amelia Telger 9/22/2022' message.

4. Complete the staffing components:

- a. Each participant from each agency will need verification of "Receives SNAP". Mark the appropriate radio button.
  - b. Each participant will have a required or not required 4334. If required, a full staffing will need to be completed. This is done with the Provider Manager
  - c. Provider Managers mark the button for "Staffing Complete", in the last column when the review is complete with the agency.
  - d. Checking the box will produce a case note modal to be completed. Make any notes related to the staffing as appropriate.
5. When all staffing boxes are marked, click the blue box at the bottom of the list indicating that the staffing for that month is complete. A notification will post on the part "1. Complete Staffing Packet" with the person who and date completed for that staffing month. list that shows with all customers with a pending status.
  6. Click a customer's last name to go to the customer profile.

**ISETS: ALL PARTICIPANTS WHO RECEIVED BENEFITS SUMMARY (4333)**

Back to Reports

Provider \*  
Asian Human Services of Chicago

Staffing Month  
August

Include FCRs

Fiscal Year  
2025

Program \*  
SNAP Job Placement

IDHS Office  
Select



Customers  
All Participants who received benefits

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Filter

25 entries per page

Total for the Month of August: 552

F. Name	L. Name	Case Number	SNAP Cert Date	Provider Activity	# Hours	Support Services	Last update to EP	Last Referral Date	Current E&T Status	Progress	Add 4334 If Required	IDHS Verification	Staffing Completed
	Synthia	Reed75	722722805 11/4/2024	WRT	0	0	6/13/2024	5/27/2024	Active	N/A	<input checked="" type="radio"/> Not Required <input type="radio"/> Required	<input checked="" type="radio"/> SNAP E&T Eligible <input type="radio"/> Not SNAP E&T Eligible	<input type="checkbox"/> Staffing Complete <input type="checkbox"/> 10/2/2024 - D1niser
	Synthia	Reed111	722722841 5/13/2025	SIS, JR	4	27	11/21/2024	11/25/2024	Retention	N/A	<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
	Sebastian	Reed116	722722846 5/14/2025	WRT, JR	0	25	12/17/2024	8/12/2024	Retention	N/A	<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

Showing 1 to 3 of 3 entries

Print Excel Download

Any icons or colored rows related to a participant record will be corrected with the agency and the provider manager.