Overview

The application is the first step in collecting the customer's information and determining their eligibility for a JTED program.

Eligibility Requirements

To participate in the JTED Round 2 or Quality Jobs program **Adult** customers must:
- Live in a Qualified Census Tract (QCT) or Disproportionately Impacted Area (DIA) OR apply with a provider located in a QCT or DIA. *AND*
- 18+ years or older (must be 18 within 6 months of entering the application) *AND*
- Currently be unemployed, underemployed, or received termination notice within last 90 days *AND*
- Have an income level of low OR moderate *AND*
- Ask only if the customer or provider's address is not in a QCT or DIA – Risk Factors: Unemployment OR Increased food or housing insecurity OR Health Related

To participate in the JTED Round 2 or Quality Jobs program **Youth** customers must:
- Live in a Qualified Census Tract (QCT) or Disproportionately Impacted Area (DIA) OR apply with a provider located in a QCT or DIA *AND*
- 16-24 years old (must be 16 within 6 months of entering the application) *AND*
- Currently be unemployed OR underemployed OR underrepresented *AND*
- Have an income level of low OR moderate *AND*
- Ask only if the customer or provider's address is not in a QCT or DIA – Risk Factors: Unemployment OR Increased food or housing insecurity OR Health Related OR I am a youth in school and in a training program.

To participate in **Home Illinois** customers must:
- Reside in a shelter or rapid rehousing in Illinois
- 18+ years or older (must be 18 within 6 months of entering the application)

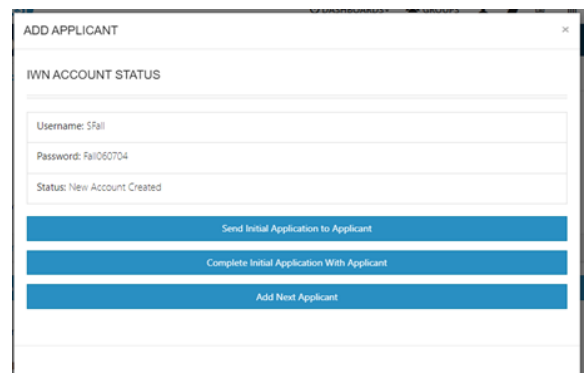To participate in **PROWD** customers must:
- Be a Returning Resident in Illinois
- 18+ years or older (must be 18 within 6 months of entering the application)

To participate in **Teacher Apprenticeship** customers must:
- Be interested in receiving training to advance their career with their current employer.
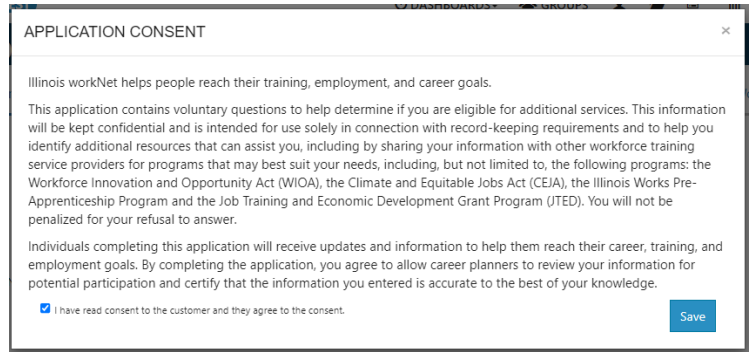- 18+ years or older

Complete the Application

After you have added a customer, click Complete Initial Application with Applicant.
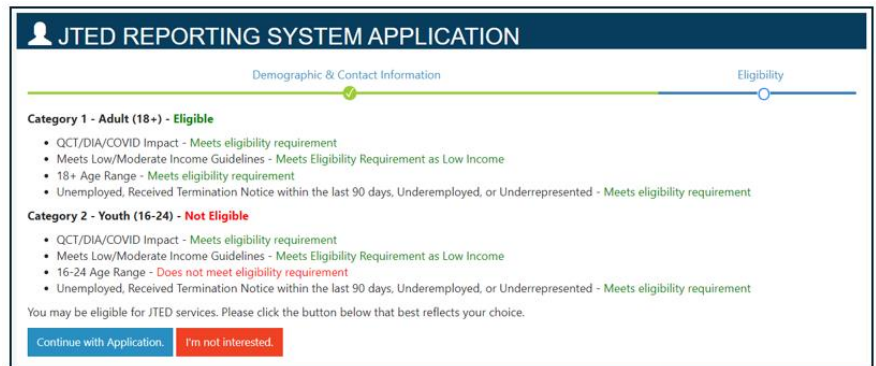
The application consent box will need to be completed on behalf of the customer. **Read the Terms of Use Agreement** to the customer then click Save.

The first section of the application that will be completed is the Demographic & Contact Information. Based on the answers provided in this section, the system will do the first eligibility check for the program.

- If the customer has a green Eligible next to one of the categories, click Continue with Application. Each section will help you to learn more about the customer's unique situation and help identify training programs & services that best align with their training and employment goals.

- If the customer is not eligible for any programs, direct them to the service locator to find other service providers in your area. https://www.illinoisworknet.com/Connect/Pages/LocationSearch.aspx. They can also go to http://www.illinoisworknet.com/ to explore online workforce and education tools and resources.

Application Questions

The Demographic & Contact Information section will be completed first to determine the customer's eligibility.

If a customer is eligible, continue filling out the application with the customer. The next sections to be completed are Education, Skills & Interests, and Work History. The chart below provides the questions that be asked in those sections, along with any important information to be aware of.

*Required Fields in the Application

Question	Response options/notes
Demographic & Contact Information	
First Name *	*Prepopulate (required for IwN account)*
Last Name *	*Prepopulate (required for IwN account)*
Date of Birth*	*Prepopulate (required for IwN account)*
Do you have an SSN? *	• Yes - Then require SSN entry. • Yes, but I do not have my card. • No
Social Security Number	Pulls in existing information if available. If prepopulated, only show the last four digits. Checks for proper SSN format.
Confirm Social Security Number	Must match the SSN field. Cannot copy and paste the SSN into the confirm field. Display as xxx-xx-xxxx once entered
Email *	*Prepopulate (required for IwN account)*

Housing*	• No housing and not living in a shelter (City and State are required fields) • Living in a shelter (Organization/facility name, City, and State are required fields. Address fields are available but not required) • In a rapid rehousing program (Organization/facility name, City, and State are required fields.Address fields are available but not required) • In a correctional facility (Organization/facility name, City, and State are required fields. Address fields are available but not required) • Stable housing (own/rent) (The organization/facility name field is hidden, and the address fields are required.)
Organization/Facility Name	The response to the housing question will determine if this field is required or not.
Street Address 1	The response to the housing question will determine if this field is required or not.
Street Address 2	The address fields are used to determine if the customer is in a QTC/DIA.
City	
State	
ZIP Code	
Phone Access *	Have a phone, I don't have a phone but have access to making calls and/or receiving messages, I do not have access to a phone.
Primary Phone *	If *I have a phone or I don't have a phone number have access to making calls/and or receiving messages* is selected from the above question, then it is required to complete this field. Checks for proper phone number in the following format xxx-xxx-xxxx.
Primary Phone Type *	Mobile, Home, Work, Other
Alternate Phone	Checks for proper phone number in the following format xxx-xxx-xxxx.
Alternate Phone Type	Mobile, Home, Work, Message Only
Marital Status *	Married, Single, Divorced, Other
What racial or ethnic groups best describe you? *	*Select all that apply.* American Indian or Alaskan Native, Asian, Black/African American, Hawaiian or Pacific Island, Hispanic or Latino, White, Other, Prefer not to answer
What sex were you assigned at birth, on your birth certificate? *	Male, Female, Prefer not to answer
How do you currently describe yourself? *	Male, Female, Transgender, I use a different term, Decline to answer
Are you authorized to work in the US? *	Yes or No
Would you like assistance to become authorized to work in the US?	If no is selected from the question above, then it is required to complete this question. Yes or No
Select the option that best describes your situation *	I am unemployed, I received a termination notice within the last 90 days, I am qualified to have a higher-skilled position than my current job, I am interested in receiving training to advance my career with my current employer, I am employed but need skills to increase my employment options.
Hourly Wage *	If I am interested in receiving training to advance my career with my current employer is selected, then this it is required to complete this question. Enter dollar amount with decimal.
Are you registered with Selective Service? *	This question is asked if the person is male at birth and 18+ years of age Yes or No
Would you like assistance registering for selective service?	Yes or No
Select any of the following situations that apply to you *	*Select all that apply.* Immigrant, Migrant, Refugee, Justice Involved Returning Resident, Live in a rural area, None of the above, Prefer not to answer
Military Status *	None, Active Military, Recently Separated Veteran, War or Combat Veteran, Retired Veteran, Disabled Veteran, Dishonorably Veteran
Do you or your household receive public assistance?	Yes or No
How many people are in your household? *	Provide number of people in the household.

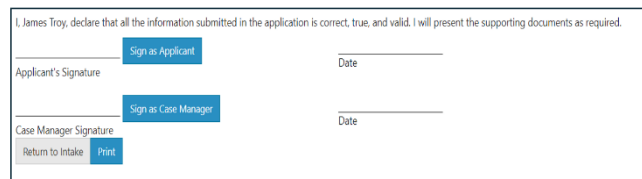|	
What is your household monthly income? *	If No is selected from the question, *do you or your household receive public assistance*, then it is required to answer this question. Enter dollar amount with decimal.
Education	
Do you have a high school diploma, General Education Development (GED) certificate, or High School Equivalency Diploma (HSED)? *	Yes or No
Highest Level of Education *	None, 1st grade, 2nd grade, 3rd grade, 4th grade, Elementary School, 6th grade, 7th grade, 8th grade, Middle School, H.S. Freshman, H.S. Sophomore, H.S. Junior, H.S. Senior – did not attain H.S. diploma
Have you earned any occupational credentials or certificates? If yes, enter the credential.	Add Credentials Title, Date Earned, Credential Type (Apprenticeship Certificate, Associate's Degree, Badge, Certificate, Credential, Degree, Digital Badge, Diploma, Doctoral Degree, GED, Journeyman certificate, License, Masters degree, Mico-Credential, Open Badge, Professional Doctorate, Quality Assurance Credential, Research Doctorate, Secondary School Diploma, Do you have work experience in field you trained in? (yes or no)
Skills & Interests	
What are three things you would like to get out of this program? *	Three text boxes are provided for goals.
What kind of work would you like to do? *	*Select all that apply.* Technical, Management, Craftsmen/Foreman, Service, Farm/Other Labor, Clerical, Sales, Other
What type of training would be best for you? *	*Select all that apply.* Classroom Instruction, Training that I get while on the job (like OJT apprenticeship, work experience)
What schedule are you willing to work? *	*Select all that apply.* Day, Evening, Night Shift, Weekdays, Weekends
Work History	
What is your current employment status? *	I have not worked before this will be my first job, I am employed, I am employed but I have received a notice of termination/layoff, I am unemployed and I have been actively looking for work, I am unemployed but I have not been actively looking for work.
Are you currently employed by this employer? *	If *I am employed, I am employed but I have received a notice of termination/layoff, I am unemployed and I have been actively looking for work, I am unemployed but I have not been actively looking for work* is selected from the question above, then it is required to complete this question. Yes or No

Review the Summary

After all the questions have been completed, an application summary will be provided.

- Take time to review the summary.
    - o Verify the customer's information is spelled and captured correctly. (first and last name, phone #, and email address).
    - o Verify all important details were captured on the application. (Program goals, type of work and training the customer would like, work schedule)
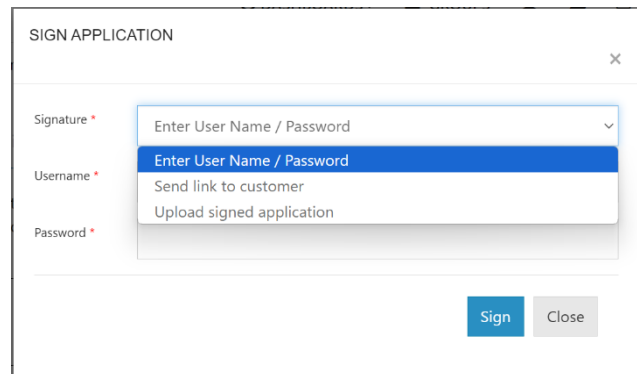   - o If updates are needed, select the link for the section and update the application as needed.

Sign the Application

After reviewing the summary, the application needs to be signed by both the applicant and case manager. Scroll down to the down to the bottom of the summary to sign the application.

To Sign the application:

- Click the blue sign as buttons next to each signature.
- Select the type of signature from the dropdown menu.
- Enter the customer's Username.
- Enter the customer's Password.
- Click Sign.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.
This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.
For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.

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