workNet DuPage
americanjobcenter

Like most of the general public, our normal processes at workNet DuPage have been affected by the necessary public health measures taken in response to the COVID-19 virus. We want to make sure we continue providing those who have been laid off from their jobs with services including funding for occupational training programs that will lead to quick reemployment and strong earning potential over time.

To keep the process moving for you in as efficient and effective a way as possible, please complete the attached WIOA application and training packet and submit to the email address provided. Please take the time to fill out the information completely, so we are able to process the application as quickly as possible once operations return to normal. Additionally, please understand that completing the packet does not guarantee funding, there is an approval process that will need to be followed.

You will be contacted by a Career Counselor via email when she/he has reviewed your packet regarding any questions, guidance, etc. that is needed to fully develop your employment goal and training plan.

In these uncertain times, and with circumstances rapidly changing from day to day, we thank you in advance for your patience as we work to serve the workers of DuPage County!

Stay well.

The workNet DuPage Team

DuPage County Workforce Development Division
Daniel J. Cronin, DuPage County Board Chairman

# WIOA Application

**for Career Planning, Training, and Job Search Services**

**Please include a copy of your resume with your application if possible.**

**Please complete the attached form, then return it to us by email.**

## Email Submission

1. The email should be sent to: **jobsupport@worknetdupage.org**
2. Be sure to attach the completed application (PDF or Word document) to your email, or scan it to: **jobsupport@worknetdupage.org**
3. If you are uncertain about how to do any of the above, please let us know.

| | |
|---|---|
| Customer Name (*please* ***print***): | |
| Desired Training Program: | |

| | |
|---|---|
| Desired Training Start Date: | |
| Alternate Training Start Date (1): | |
| Alternate Training Start Date (2): | |

DuPage County Workforce Development Division
Daniel J. Cronin, DuPage County Board Chairman

# WIOA Application

**for Career Planning, Training, and Job Search Services**

## Your Information

Date: _____ DuPage County Resident? ☐ Yes ☐ No Layoff/Termination in DuPage County? ☐ Yes ☐ No

Name: _____ Age: ☐ 16-24 ☐ 25 or older

Address: _____ City: _____ ZIP Code: _____

Email address: _____ Phone: _____ Cell: _____

Gender: ☐ Female ☐ Male ☐ Prefer not to answer

Ethnicity: ☐ Hispanic ☐ American Indian ☐ Black ☐ Asian ☐ White ☐ Prefer not to answer

Veteran Status: ☐ Veteran ☐ Qualified Spouse of Veteran ☐ Transitioning Service Member ☐ Not a Veteran

Authorized to Work in U.S.: ☐ U.S.Citizen ☐ Resident Alien ☐ Refugee ☐ Work Authorization

Do you have a disability? ☐ Yes ☐ No ☐ Prefer not to answer

Labor Force Status: ☐ Employed ☐ Unemployed ☐ Not in Labor Force ☐ Received Notice of Termination or Military Separation

How did you hear about us, or which organization referred you? _____

Were you laid off from your most recent job? ☐ Yes ☐ No If Yes, which company? _____

Are you currently receiving or have you received Unemployment Insurance? ☐ Yes ☐ No

## Financial Assistance

**Check all forms of financial assistance received by your household in the last 6 months:**

☐ Temporary Aid to Needy Families (TANF) ☐ Food Stamps ☐ Refugee Assistance

☐ Supplemental Security Income (SSI) ☐ Alimony / Maintenance

## Challenges to Gaining and Keeping Employment

***Note:*** *Check **all** that apply.*

☐ No GED or H.S. Diploma ☐ Homeless ☐ No transportation ☐ English not primary language
☐ Offender: Misdemeanor ☐ Offender: Felony ☐ Lacks Job Skills Other: _____

## Level of Education

☐ H.S. Diploma ☐ Some College ( yrs.) ☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate Year Graduated:
If you are currently enrolled in school or registered for classes, please indicate where:

## What Can We Help You With?

☐ Funding for Training ☐ Job Search Workshops ☐ Resume Help ☐ Interviewing Practice & Information
☐ Career Exploration & Planning ☐ Job Leads & Help Landing a Job
Other:

## 10 Year Work History

***Start with your most recent job and work backward.***

Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

## Additional Work History (Use Only If Necessary)

Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

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Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

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Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

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Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
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Current / Last Employer: _____ Hours / Week: _____
Address, City, State, Zip Code: _____ Wage: $ _____ per _____
Job Title: _____ Start Date: _____
Reason for Leaving: ☐ Fired ☐ Laid Off ☐ Quit ☐ Still working there End Date: _____
Job Duties: _____

# WIOA Training Packet 1: Customer Questionnaire

**Complete Sections A, B and C**

## Section A: What are my current skills & interests?

If you are not sure what your skills and interests are, you can complete a skills and interest profiler on the Illinois workNet website: https://www.illinoisworknet.com/

What are your top 3 skills?

1. _____
2. _____
3. _____

What are your top 3 interests (in order)?

4. _____
5. _____
6. _____

## Section B: Is training necessary and feasible

What was your most recent job? _____

Use www.onetonline.org to obtain employment outlook information for your most recent job. What is the employment outlook? (see attached instructions)

_____

_____

_____

Describe your job search. For example, how are you looking for work and have you gotten interview requests? Have you been *only* offered jobs paying substantially less than what you were making at lay-off? Is the skill set you have no longer in demand? Feel free to use an additional sheet of paper to provide more details.

_____

_____

_____

Pease list any job search skills workshops you have attended at workNet DuPage or any outplacement services you have received:

_____

_____

_____

Please describe how you will support yourself/your family while in training? (attach income/expense form)

_____

## Section C: What are your goals and how will training help you achieve them?

What is your goal occupation? _____

What training do you need to achieve your goal job? _____

What credential(s) do you need to achieve your goal job? _____

Specifically, what kinds of skills would you gain from the training program?

1. _____
2. _____
3. _____

What skills & experience do you already possess that you think will help you be successful in your goal occupation?

1. _____
2. _____
3. _____

Now that you have done your research regarding your employment goal, we need to know that you will be able to become employed in your goal job at your goal wage upon completion of training. This can be done in two ways. Please complete the steps below.

1. **Research and *print*** Labor Market Information (LMI) for your goal job. You can use www.onetonline.org or www.illinoisworknet.org (see Attachment 2 for instructions) to obtain this information.
   Based on your LMI research, is your goal job showing projected growth and wages you can live on?
   ☐ Yes, LMI data demonstrates that my goal job shows projected growth.
   ☐ Yes, LMI data demonstrates that my goal job should provide wages I can support myself and my family with.

2. Search for job postings you will qualify for in every way when you complete your training and you attain your credential(s). ***Print*** 5 job postings that support your training request. Note: You must currently meet all experience requirements noted in the qualifications section of each posting. Some common job search websites include www.indeed.com; www.monster.com; www.careerbuilder.com and www.illinoisworknet.com .
   - Make sure the posting includes a "Qualifications" section, or similar, which indicates the education or credential required for the position. For example, if the job vacancy posting lists that you will be required to have an associate's degree in business, and that is the training program you want to pursue, then this is supporting evidence to get your training approved.
   - Example: We have attached an example of a job posting for a participant interested in training to become a Licensed Practical Nurse (LPN). She meets all qualifications except that she doesn't have her license to practice nursing, so that is the training she is interested in pursuing.

**Example of Job Posting**

# Licensed Practical Nurse (LPN)

# Alden Valley Ridge

# Bloomingdale, IL

## JOB SUMMARY

Responsible to provide direct nursing care to the customer, and to supervise the day-to-day nursing activities performed by the nursing assistants. Such supervision must be in accordance with current Federal, State, and local standards, guidelines and regulations, facility policies. The objective is to ensure the highest degree of quality care is maintained at all times.

## QUALIFICATIONS

1. Must possess a current, unencumbered license to practice as a LPN in the State of Illinois and/or Wisconsin.
2. Must possess current CPR certificate or become certified within two weeks of employment.
3. Must be knowledgeable of nursing and medical practices and procedures.
4. Demonstrates interest and/or knowledge in care of the aged.
5. Must be able to read, write, and speak the English language in an understandable manner.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess the ability to deal tactfully with customers, family members, visitors, personnel, government agencies/personnel, and the general public.
8. Must possess leadership and supervisory ability and willingness to work harmoniously with other personnel.
9. Must be personable, enthusiastic, and resourceful.

## PHYSICAL REQUIREMENTS

1. Must be able to move intermittently throughout the work day.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function

## ESSENTIAL FUNCTIONS

1. Accepts and supports as directed by appropriate authority. This may require different floor, customers, work load, and multiple tasks as assigned.
2. Plan, develop, organize, implement, evaluate and direct the Ladies and Gentlemen of Alden for a respective unit.
3. Assume all Nursing procedures and protocols are followed in accordance with established policies.
4. Directly supervise and instruct the Ladies and Gentlemen of Alden on a number of topics to promote job knowledge.
5. Ensure all the Ladies and Gentlemen of Alden follow established departmental policies and procedures, including appropriate dress code.
6. Assist in developing a written plan of care for each customer that identifies the problems/needs of the customer.
7. Attends and actively participates in customer care plan conference as directed.

Perform other related duties as assigned.

# DuPage County WIOA Income/Expense Calculator

****REQUIRED****

**NAME:** _____ **DATE:** _____

**HOUSEHOLD INFORMATION:**

Number of Adults in Household? _____

Number of Children in Household? _____

**Complete the Following Table Based on *Net Income and Expenses for Last 30 Days.**

| **INCOME** | | **EXPENSES** | |
|---|---|---|---|
| Wages: | | Rent/Mortgage: | |
| Self-Employed Wages: | | Utilities: | |
| Spouse Wages: | | Installment Payments | |
| Pension: | | Savings: | |
| Insurance Annuity: | | Insurance: | |
| Alimony: | | Support Payments: | |
| Allowance: | | Transportation: | |
| Social Security: | | Food: | |
| **Unemployment | | Clothing: | |
| **Public Assistance | | Household Supplies: | |
| **Child Support | | Medical/Dental: | |
| Other: | | Miscellaneous: | |
| Explain "other": | _____ | *Explain "miscellaneous":* | _____ |
| **Net Income Total:** | | **Expense Total:** | |
| **$Annual Household Net Income** | $0.00 | | |

**CASE MANAGER:** Provide an explanation of how additional services such as occupational training will assist in meeting the difference between income and expenses and reach the goal of self-sufficiency.
***Documentation of net income is required***

_____

_____

_____

_____

_____

**CASE MANAGER SIGNATURE:** _____

# WIOA Training Packet 2: School & Program Exploration

****Optional if you don't know which school you need to attend****

**Now that you have completed WIOATraining Packet 1, you are ready to consider actual schools and programs. To determine which schools you may be able to attend, visit** www.illinoisworknet.com **for a listing of approved training providers (see Attachment 3 for instructions). Please read below and fill out the training provider survey while visiting schools.**

A few things to consider:

- Which schools are within your commuting area? If there are no training providers in your commuting area, how far are they from your home? Is it feasible for you to travel that distance to and from class?
- Are there any schools that are well known for the industry or the occupation you want to pursue?
- Generally, you will want to look at the lower cost options for whatever training program you want to pursue. However, if you prefer a more expensive program, we may be able to take the following into consideration when seeking approval: excellent job placement rates, accreditation of school/program, better quality program (details will be needed), etc. It would be important to have good reasons for choosing a more expensive program.
- Please think about how you will support yourself financially for the ENTIRE duration of your training

**Helpful Tip 1:** When researching programs the training providers offer, utilize their websites to look at their catalogs, academic calendars, and their process for enrolling in school. Visit the schools and attend any orientations they may offer. If you know which department of the school houses the program you want to enroll in, call and set an appointment to see a representative from that department to learn more about the academic options they offer.

**Helpful Tip 2:** When calling or visiting the school, we suggest not telling them you are eligible for this program right away. First, learn about the school, and get a feel for the programs they offer. Often, if you tell them you are eligible for a workforce program, they swoop you up in the process of getting enrolled, without allowing you to do the research, as any other student would be afforded the time to do. Research and figure out what YOU want to do first. Keep any program information that you pick up from the schools so you can compare programs after your visits.

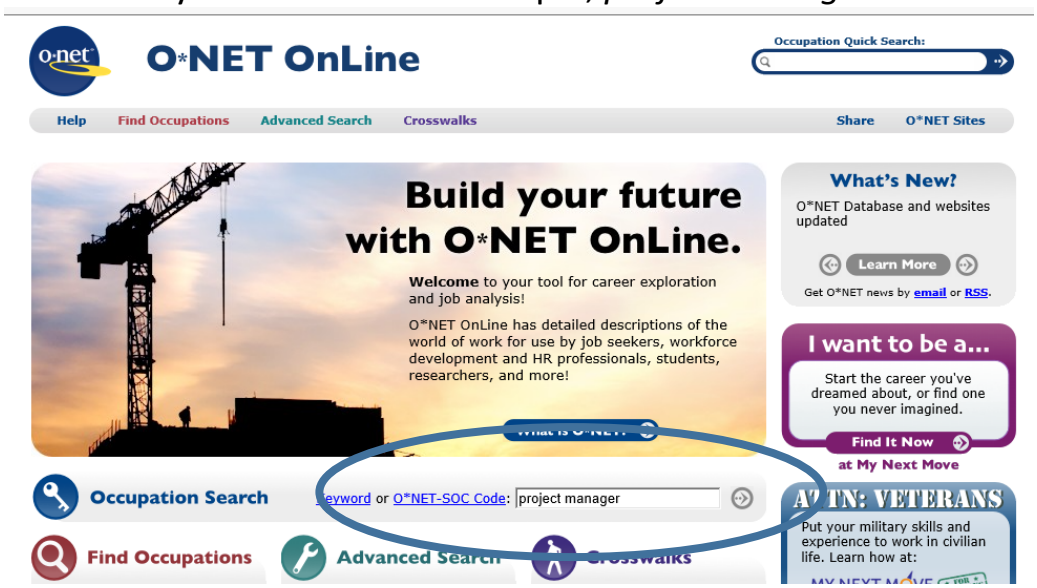
# TRAINING PROGRAM SURVEY: Compare 2 Schools/Programs

| SURVEY ITEM | *TRAINING PROVIDER #1* | *TRAINING PROVIDER #2* |
|---|---|---|
| | Name of Provider: | Name of Provider: |
| 1. Describe the staff and/or instructors of the school. Are they helpful? Knowledgeable? Informative? | | |
| 2. Tour the school and describe the facility, classrooms, labs, etc. Is it clean? New? Well-equipped? | | |
| 3. Training Program Details | | |
| Name of Training Program | | |
| Dates of Training Program | | |
| Class Hours (in total & per week) | | |
| Cost of Training Program | | |
| Prerequisites Needed | | |
| Credential(s) Obtainable | | |
| Class Size (1-10, 10-20, etc) | | |
| Completion Rate | | |
| 4. Online training | | |
| Do you have the necessary resources to access/complete training online? Computer, software etc.? | | |
| Describe available support to ensure completion of training. | | |
| 5. Observe or audit a class and describe the instruction method. Lecture-based? Multimedia? Self-taught? | | |
| 6. Job Search Assistance | | |
| Describe job search assistance provided by school | | |
| Are there opportunities for internships/externships | | |
| Job Placement Rate | | |
| 7. Does the school accept other forms of financial aid (pell grant, MAP grant, etc) | | |
| 8. Travel | | |
| Distance from home (mins/miles) | | |
| Accessible by public transportation? | | |
| Parking available? | | |
| Please state which training provider you are interested in and explain why: | | |

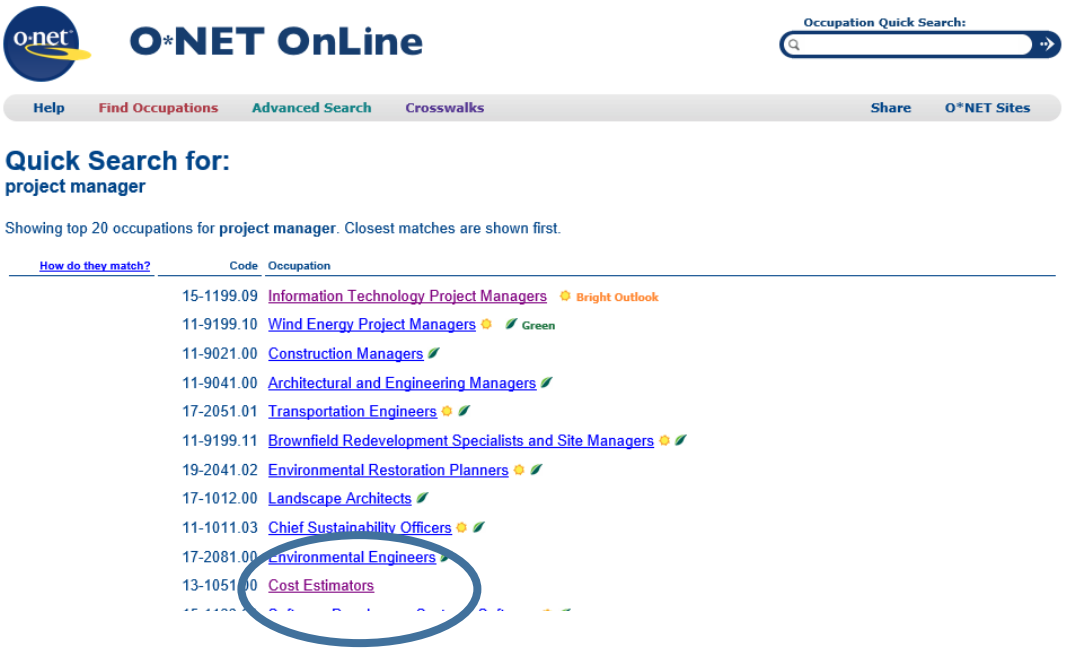
**INSTRUCTIONS FOR FINDING LABOR MARKET INFORMATION**

1. **Go to O*NET OnLine** https://www.onetonline.org/.

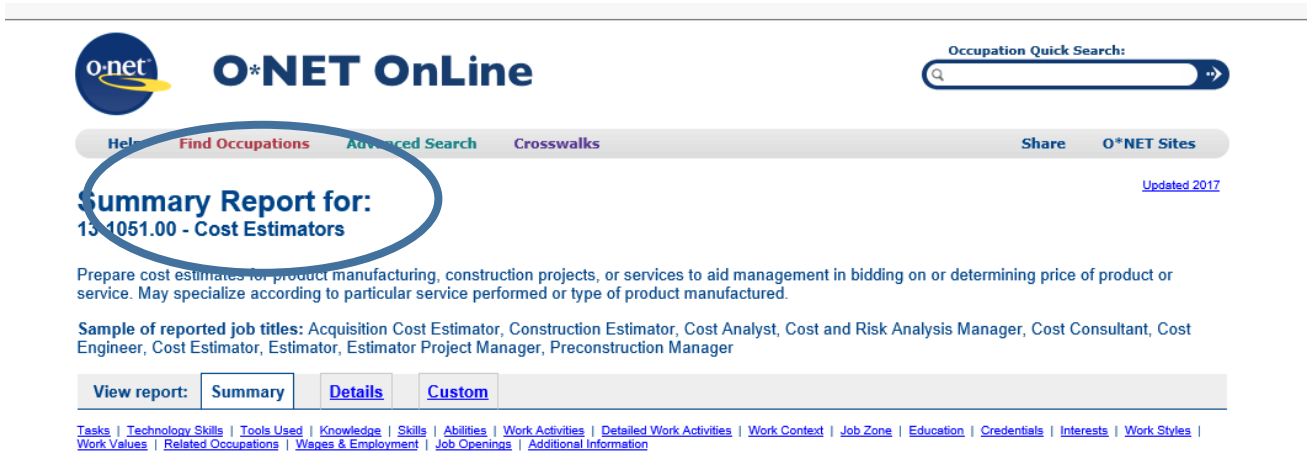
2. Enter a job in the keyword field. For example, *project manager*.



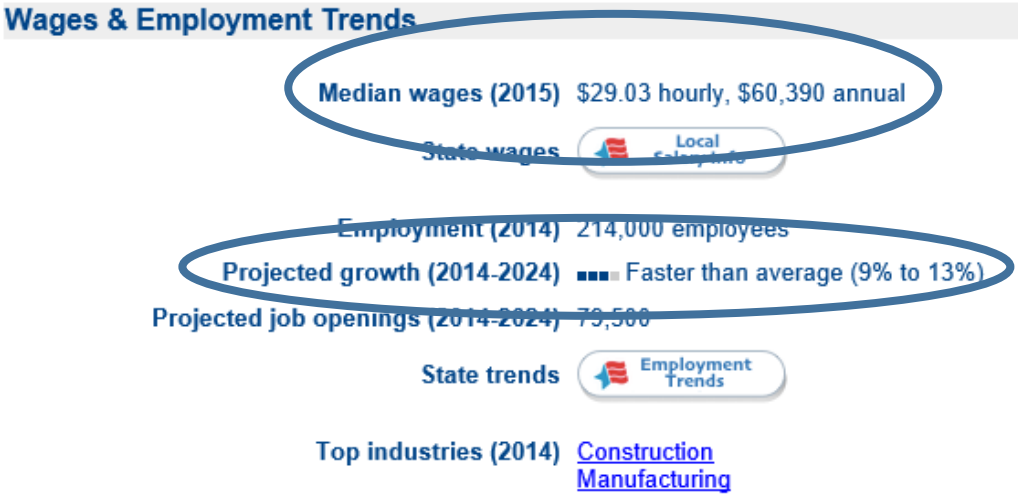

3. Look at the specific options on the list and click on the one that matches the job you are looking for information on. In this case, we'll click on *Cost Estimators*.



4. Notice that you will see a Summary Report for the job you selected.




5. Scroll down until you see the 'Wages & Employment Trends' section.



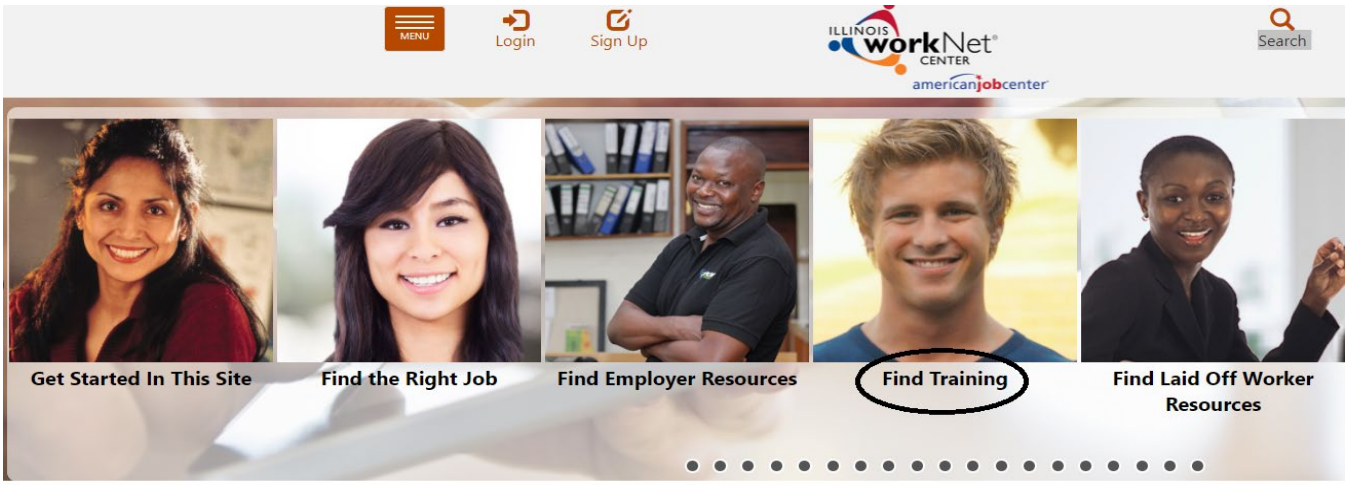

6. Notice that you can see both 'Projected Growth' and 'Median Wages.'
   - The job you were laid off from should show no growth or a decline.
   - Your goal job should show growth.
   - The wages associated with your goal job should be close to what you were making before your lay-off.

7. Take steps 1 through 6 for **both** the job you were laid off from and your goal job after training.
8. Use this information to complete Sections B & C.

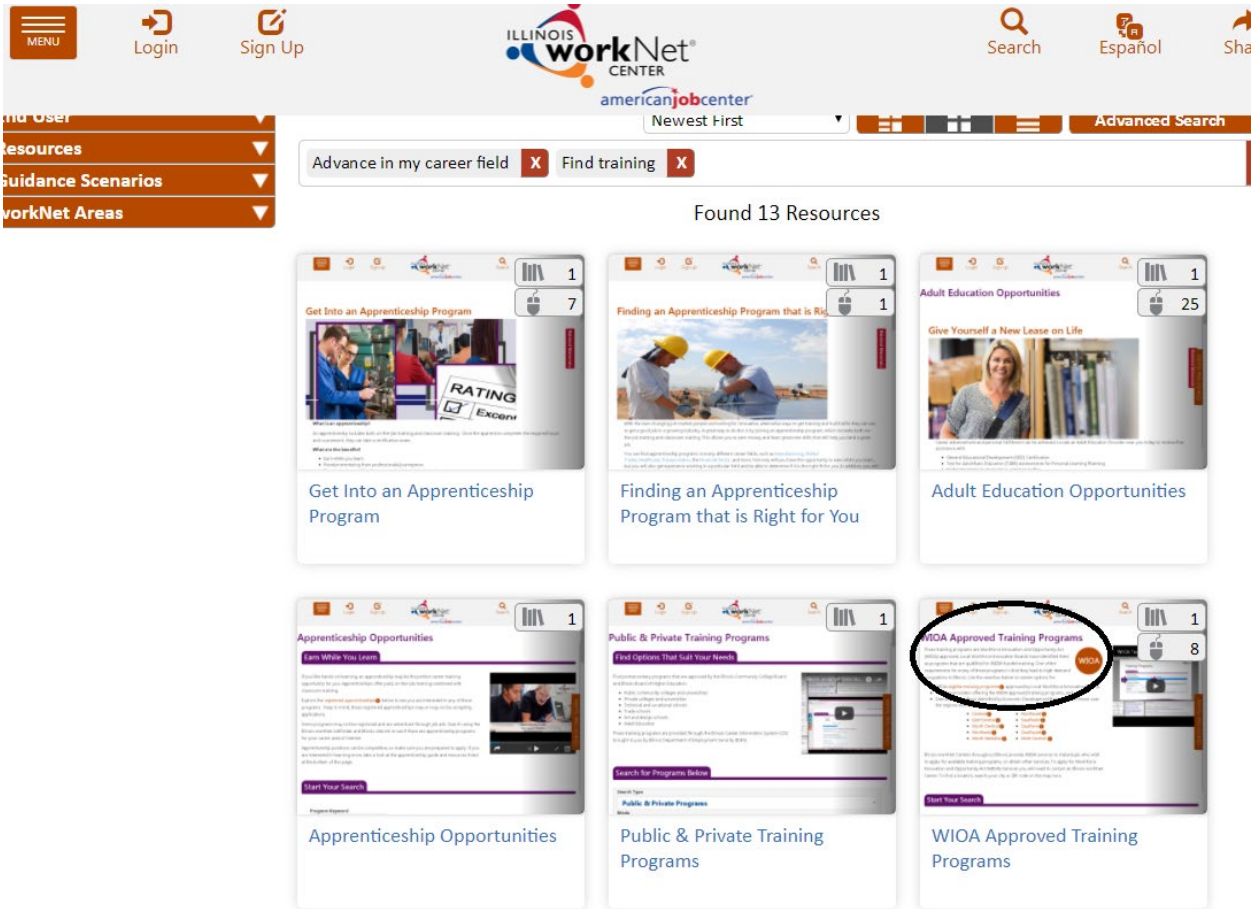
# INSTRUCTIONS FOR FINDING TRAINING PROVIDERS

**Go to Illinois workNet** (www.illinoisworknet.com)

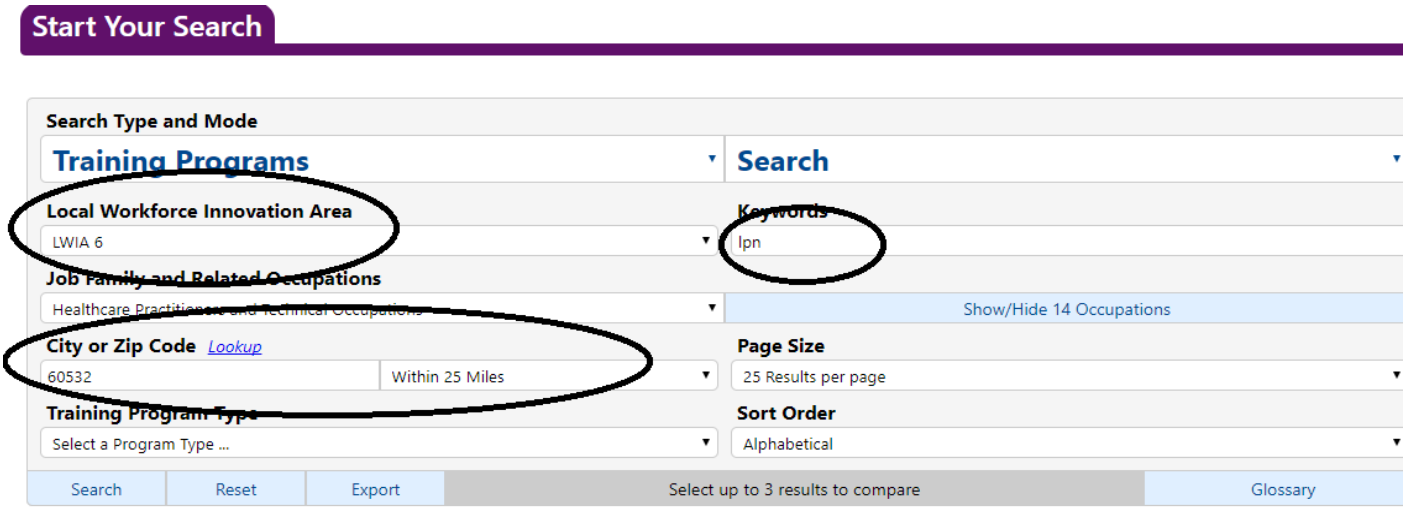
**Click on "Find Training"**

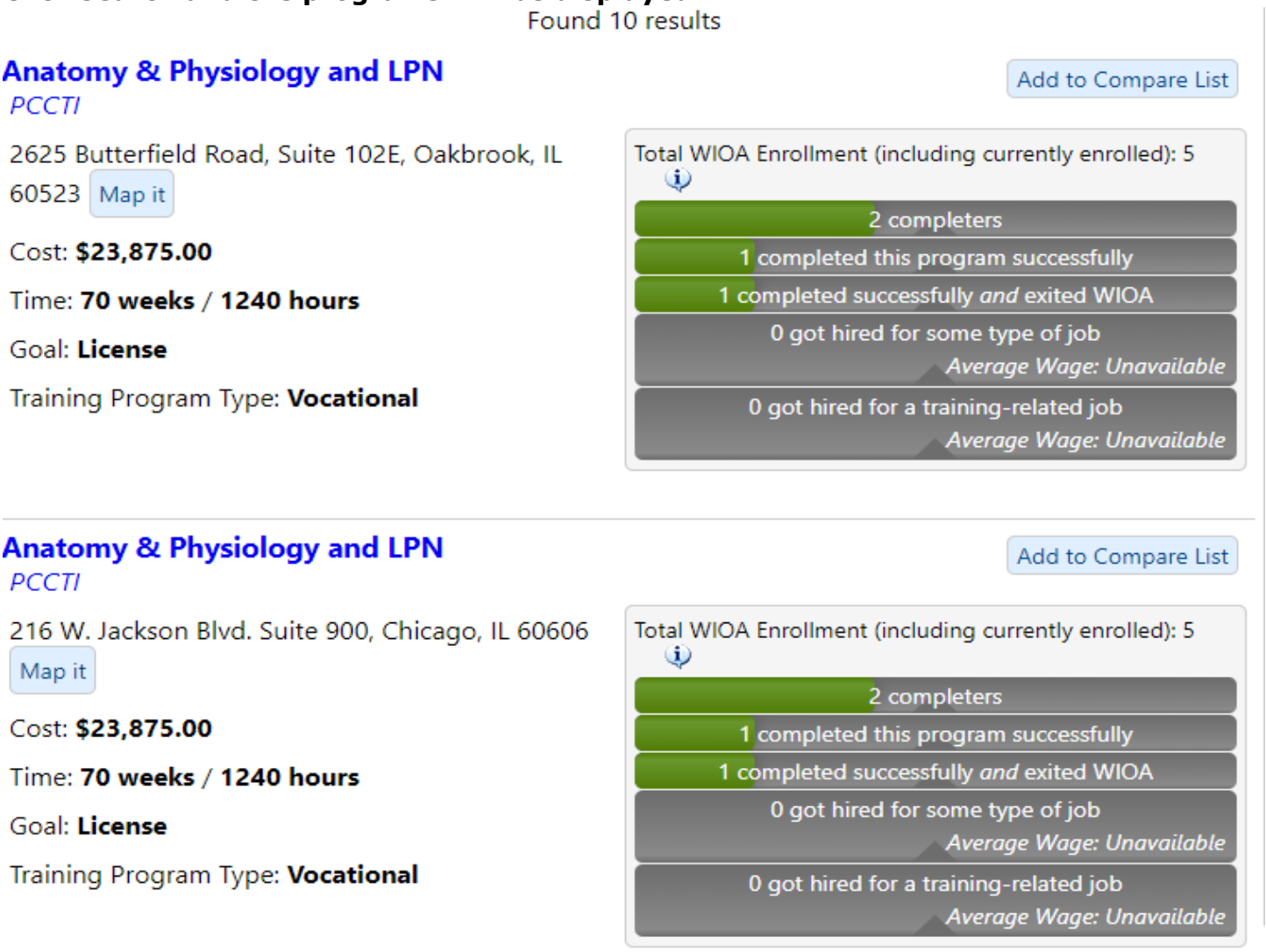



**Scroll down until you find "WIOA Approved Training Programs" and click on it.**



**For the Local Workforce Innovation Area select LWIA 6 from the dropdown menu. Enter search terms depending on the type of training you are looking for.**




**Click search and the programs will be displayed**