

McHENRY COUNTY
WorkforceNetwork



DATE: October 30, 2009
TO: WIA Training Program Applicants
FROM: McHenry County Workforce Network

This overview letter contains instructions for and information about completing the documents in your Applicant Packet. Please read this letter thoroughly and review the materials within your Applicant Packet. Follow the guidelines below regarding career research, application completion, and submission of supportive documentation. You will either need to follow directions for Dislocated Worker Customers OR for Low Income Customers – you choose the one which applies to your particular situation. In addition, there **are** guidelines for ALL Applicants to follow when completing their Career Plans.

- **Dislocated Worker Customers – If you have been dislocated from your employment and are receiving unemployment (UI) benefits or have exhausted your benefits, you may fit in this category. You will NOT need to fill out the Applicant Income Statement. However, we will need additional documentation as outlined below if the items apply to your particular situation.**
1. If you have been dislocated from your employment because of a major layoff, please provide a copy of your layoff or WARN letter (if you have been given one).
 2. You must be eligible for or have exhausted your unemployment (UI) benefits.
 3. If you are receiving UI from another state, we need documentation of that.
 4. If you are interested in CDL training, make sure to read the guideline letter enclosed.
 5. If you are remaining in the same career field, you must complete the Career Plan (enclosed), except you do not have to conduct informational interviews. Follow directions for All Applicants on page 2.
 6. If you are considering a change in occupation, you must complete the Career Plan PLUS two (2) informational interviews from someone working in the actual job that you would like to obtain when you are done with training.

To sum up: Dislocated Worker Customers need to submit a completed 8-page McHenry County Workforce Network Application; a Career Plan; Informational Interviews (if you are changing careers); any additional documentation noted above IF it pertains to your situation; and a pre-hire letter from a trucking company if you are requesting CDL training.

- **Income Eligible Customers - You must meet low income guidelines – this ranges from \$5,415 per last 26 weeks for a family of 1 up to \$19,330.50 per last 26 weeks for a family of 7. (Receipt of food stamps will automatically qualify you under the Low Income category.) If you are not receiving food stamps, but think that you fit within the low income category described above, you will need to submit the following.**
1. Complete the Applicant Income Statement enclosed.
 2. Submit documentation (outlined on the Applicant Income Statement) for all sources of income.
 3. Submit any other pertinent documentation as requested on the Applicant Income Statement.
 4. Make sure to sign and date the Applicant Income Statement.

5. If you are receiving room and board from family or friends, make sure that they complete, sign and date the very last section on the Applicant Income Statement.
6. If you are interested in CDL training, make sure to read the guideline letter enclosed.
7. If you are remaining in the same career field, you must complete the Career Plan (enclosed), except you do not have to conduct informational interviews. Follow directions for All Applicants below.
8. If you are considering a change in occupation, you must complete the Career Plan PLUS two (2) informational interviews from someone working in the actual job that you would like to get when you are done with training.

To sum up: Income Eligible Customers need to submit a completed 8-page McHenry County Workforce Network Application; a Career Plan; Informational Interviews (if you are changing careers); an Applicant Income Statement plus any additional documentation shown on the Applicant Income Statement IF it pertains to your situation; and a pre-hire letter from a trucking company if you are requesting CDL training.

- **All Applicants – MUST follow the steps below to complete your Career Plan.**

1. Utilize the Illinois workNet site (Quick Tips enclosed) by accessing the following through the Individuals pathway from the Home Page:
 - a. Set up a free Illinois workNet Account.
 - b. Complete the Interest Profiler, Skills Profiler, and Work Importance Locator to help you make the best choice of a new career or to solidify your interest in the field you have been in.
 - c. Review the Career Planner section, which gives background information regarding your career choice.
 - d. Review the Job Planner section to bump your job search skills.
 - e. Create a Resume in the “My Resume” section if you currently have no resume or if you wish to “brush up” your current resume.
2. After completing all items in Number 1, conduct your informational interviews if you are changing careers.
3. Investigate approved training providers by going to the WIA Approved Training Provider list (instructions enclosed).

Application Submission

1. Fill out the application in its entirety – all sections are necessary in order to conduct a review of your eligibility. Any incomplete or unsigned applications will not be considered.
2. Pay special attention to what you put in for Job History. We need to know your last 3 employers (unless they go back more than 10 years). We do want to see currently held part-time jobs even if you took them as stop-gap employment as this affects how we look at eligibility factors.
3. Submit all documentation required under the Applicant Income Statement if you think you are eligible to apply for that eligibility category.
4. All applicants must submit a career plan.
5. If you are changing careers, you must submit two (2) informational interviews.

Upon receipt of your application, accompanied by all applicable documentation, we will conduct an eligibility review. If you are found to be not eligible, you will receive a letter from us. If you are found to be eligible, an intake counselor will contact you to set up your first appointment.

If you have questions on a particular piece of information, please email Mary Lee Wolff at mlwolff@co.mchenry.il.us.

Remember – You have access to many free services in our Resource Room; just ask a Resource Room staff person for an overview. Additionally, you can explore Workforce Network services at www.mchenrycountyworkforce.com, as well as access our most current seminar information.

Thank you for your interest.