



Instructions for WIA Training Program Applicants

All applicants must submit Items 1-3.

1. Fill out the McHenry County Workforce Network application (4 pages) completely, sign and date.
2. Complete the Career Plan, attaching 3 ads for the occupation for which you desire training.
3. Complete two (2) informational interviews if your new job will be different from your old job.
4. **For CDL training, follow directions in the separate CDL letter within your packet. (You must submit a pre-hire letter from a trucking employer with your application.)**

If you are receiving unemployment (UI) benefits or have exhausted your benefits, and if applicable, also submit the following with Items 1-3 (plus 4 if applicable):

- A. A copy of your layoff or WARN letter (if you have been given one).
- B. If you are receiving out of state unemployment benefits, you **MUST** submit documentation.

If you wish to apply based on income eligibility, you must meet low income guidelines. Low income guidelines range from less than \$5,415 for the last 26 weeks for a family of 1 to less than \$19,330.50 for the last 26 weeks for a family of 7. Income from all wage earners in a household over the age of 18 will be considered. **For low income eligibility, the following must be submitted, along with Items 1-3 (plus 4 if applicable):**

- A. **If you are receiving food stamps**, you do not need to submit the following. If not:
- B. Complete ALL applicable sections of the Applicant Income Statement— front and back; sign and date it.
- C. Submit ALL applicable documentation – as outlined on the Applicant Income Statement – for all sources of income.
- D. Submit any other pertinent documentation requested on the Applicant Income Statement.
- E. 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.

If you are unclear on a career path or a training institution, go to www.illinoisworknet.com. Follow the instructions for first setting up your free Illinois workNet account. Explore the site for personal assessment tools and career guidance, particularly in the Key Job Sectors.

Upon receipt of ALL documents requested above, 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 Dian Micklevitz, Intake Specialist, at DKMickle@co.mchenry.il.us.

Submit your completed packet to Resource Room staff at McHenry County Workforce Center, 500 Russel Court, Woodstock, IL, 60098; or mail your packet to that address. An additional option is to fax it to 815-338-7125. For any means of transmission, please submit it to the attention of WIA Intake Specialist.

7/19/10