

Requirements for Workforce Innovation and Opportunity Act (WIOA) Services



Illinois workNet

- Complete the [Illinois workNet](#) profile registration, if necessary.
 1. Sign up and log in on www.illinoisworknet.com.
 2. Select Skills & Interests (located on the top of the homepage)
 3. Complete the **Interest Profiler** Assessment. Save and print results to provide your Career Specialist with a copy.
- Research 3 training programs on [Illinois workNet](#) to establish your choice for training.
 - Follow the directions listed on the [Step-by-Step Guide for Selecting a WIOA Training Program/Provider](#) form.
 - Compare program outcomes, length of the program, training cost, location, and when/how training is offered.

Labor Market Information

- Research labor market information for desired training goal.
 - Search occupation on: <https://www.onetonline.org/> or <https://www.careeronestop.org/>
- Print 3 job postings that support your desired training goal based on your research.
 - Online job search engines: <https://www.careerbuilder.com/> or <https://www.indeed.com/>

IllinoisJobLink

- Post your resume on [IllinoisJobLink](#)
 1. Sign up or log in (upper right corner of the screen) and complete profile registration, if necessary.
 2. Post your resume to your account under My Resumes.
 3. Print upload page (showing resume was uploaded) to provide your Career Specialist with a copy.

Documents Used to Verify Eligibility:

- Illinois State Identification Card/Driver's License
- Social Security Card
- Birth Certificate/US Passport/Permanent Resident Card
- Company lay-off letter (If applicable)
- Household income verification (Only for non-SNAP/UI recipients)
- Proof of residency
- Resume (Update with the most current work history, skills, and valid email address)
- WIOA Work Search Record (1 month of documented job search, minimum of 4 sources/week). Found [here](#).
- Basic Skills Screening Tool. Found [here](#).
- Males Only:** Verification of Selective Service (if born after January 1st, 1960) www.sss.gov
- Veterans Only:** DD214 (If applicable)

Notes: _____
