

# Requirements for Workforce Innovation and Opportunity Act (WIOA) Services



## Illinois workNet and Research

- Complete the [Illinois workNet](#) profile registration, if necessary.
  1. Sign up and log in on [www.illinoisworknet.com](http://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. Research labor market information for desired training goal.
  - Search occupation on: <https://www.onetonline.org/> or <https://www.careeronestop.org/>

## LinkedIn

- Create a LinkedIn profile.
  1. Navigate to the [LinkedIn sign up page](#) and type your first and last name, email address, and a password you'll use.
  2. Click **Join Now** and complete any additional steps as prompted.
  3. Print profile page (showing your profile was created) to provide your Career Specialist with a copy.
  4. Additional assistance can be found [here](#). Benefits of a LinkedIn profile can be found [here](#).

## 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)
- Basic Skills Screening Tool. Found [here](#).
- Digital Literacy Assessment. Found [here](#).
- Financial Literacy Assessment. Found [here](#).
- Males Only:** Verification of Selective Service (if born after January 1<sup>st</sup>, 1960) [www.sss.gov](http://www.sss.gov)
- Veterans Only:** DD214 (If applicable)

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