

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

### Register for Illinois workNet and IllinoisJobLink

- Complete the [Illinois workNet](#) Interest Profiler
  - Direction can be found [here](#).
  - Print your results to provide your Career Specialist with a copy.
- Post your resume on [IllinoisJobLink](#)
  1. Sign up or login (upper right corner of screen) and complete profile registration, if necessary
  2. Post your resume to your account under My Resumes
  3. Print upload page (showing resume has been uploaded) to provide your Career Specialist with a copy.

### 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/>

### Researching Training Providers/Letter of Intent

- 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 program, training cost, location, and when/how training is offered
- Choose a training provider/training program and request a letter of intent from your chosen provider. The letter of intent should provide the following information:
  - Name of training provider, name of program, and location
  - Course curriculum (all courses you will take) and the industry-recognized credential that will be earned
  - Itemized list of costs including tuition, books, fees, and associated fees (i.e. registration, testing, licensing, graduation)
  - Material required for training (i.e. tools, medical exams, uniforms, etc.) as stated on your course description
  - Start & end dates from first class date to graduation, including remedial courses, required pre-tech courses, clinical or internships

### The Following Documents Are Used To Verify Your 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](#).
- 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)