

RECALL TO EMPLOYMENT OR NEW EMPLOYMENT

NOTE: The participant information on the IWDS screens in this document is not an actual person.

During the 30 Day review, if the career planner discovers that the participant was recalled by the Trade certified employer or accepted new employment, the career planner will do the following:

To record employment, the career planner will do the following:

Add an **Employment Record** in IWDS.

Click on **Employment History** on the **Application Menu** for the participant.

IWDS Illinois Workforce Development System **Case Management**

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[Steve Perry](#) [Application Summary](#)
SSN: 0503 **App LWA:**15 **App Date:**02/13/2019
Printable Application

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Exit

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Select **Add Job**.

List Work History
[Justina Thompson](#) [Application Summary](#)
SSN: ***-**- 3456 App LWA:20

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Employer Name	Employment Dates	Dislocation Job?
There is nothing to display.		

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Complete fields for Employer Name by clicking **Search**.

Add Job
[Justina Thompson](#) [Application Summary](#)
SSN: ***-**- 3456 App LWA:20

***Employer Name:**

***Employment Status:**

***Start Date:** **End Date:**

Job Title:

Select All State for **Entity Name** and click **Search**.

Search Entity

Entity Name:

FEIN: **or SSN:**

Agency Type:

Select the employer by clicking **Pick** beside the correct name and FEIN.

List Entity

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	Entity Name	FEIN/SSN	Locations	Contacts
<input type="button" value="Pick"/>	All State Insurance All State Insurance	363193803	2	3

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Fill in all fields on the screen for the new employment.

Add Job

[Justina Thompson](#) [Application Summary](#)
SSN: *-**- 3456 App LWA:20**

*** Employer Name:** All State Insurance

*** Employment Status:** Laid Off

*** Start Date:** 02012010 **End Date:** 12312016

Job Title: Accountant

Street Address: 35 Fairway Dr

City: Springfield

State: Illinois **Zip Code:** 62704

Contact Name: Orville Reddinbacher

Contact Phone: 217-477-9999 **Extension:**

Wages: 65000 **Per:** Year

*** Hours Per Week:** 40

Job Duties: payroll, accounts receivable, billing, tax remission

*** Primary Occupation:** Yes **Dislocation:** Yes

Self Employed: No **Family Member/Farmhand:** No

Layoff Reason: Lack of Work at Employer

Received Severance Pay: Yes

Date Notified of Layoff: 12152016

DETS ID:

Make sure to mark the employment as **TAA Return to Work “Yes”**.

If the employment is ATAA/RTAA Employment, mark **“Yes”**.

Completed **NAISC Code** and **O*NET** fields by clicking **Search** for each one to locate the correct codes for the new employment.

Click **Save**.

DETS ID:	20151216L01	<input type="button" value="Search"/>
Received Rapid Response Services:	Yes <input type="button" value="v"/>	
Last Date Received Rapid Response Services:	02012017	
TAA Petition:	85000 - <input type="text"/>	Verify TAA Petition Number
Nafta Petition:	<input type="text"/> - <input type="text"/>	Verify NAFTA Petition Number
TAA Return to Work:	No <input type="button" value="v"/>	
ATAA/RTAA Employment?:	No <input type="button" value="v"/>	
*NAICS Code:	<input type="text"/>	<input type="button" value="Search"/>
Description:		
Declining:		
*O*Net(SOC):	<input type="text"/>	<input type="button" value="Search"/>
Description:		
Low Growth?:		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Enter a **Return to Work Status Record** in IWDS.

Click on **List TAA Status** on the **Application Menu** for the participant.

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Click **Add TAA Status**.

IWDS Illinois Workforce Development System **Case Management**

List TAA Status
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	Sheila Sloan	02/25/2019

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Select **Returned to Work** from the drop down for **Status**.

Enter **Status Start Date**. This date must be the start date of the new employment.

Enter a dated comment in the **Comment Box**.

Select **“Yes”** or **“No”** from **TAA Return to Work Part Time** based on the new employment.

Click **Save**.

NOTE: The rest of the fields on this screen do not need to be completed for this type of status.

IWDS Illinois Workforce Development System **Case Management**

Maintain TAA Status
[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

TAA Petition Number: 90900 TAA Act: 2015
Employer Name: Caterpillar

Status: Returned to Work
Status Start Date: 09/15/2021
Status End Date:
Waiver Reason:
Suspension Request Reason:
Ceased Participation Reason:
Comments: 11/1/2021 - Participant returned to work full-time on 9/15/21.
IEP Amount Approved:
Revocation Reason:
TAA Return to work Part Time: No
Qualifies Under 45 Day Extension:
Qualifies Under 60 Day Extension:
Qualifies Under Federal Good Cause Provision:
Qualifies Under Equitable Tolling:

Save Return

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

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Click on Trade Case Management – TAA.

 **IWDS** Illinois Workforce Development System **Case Management**

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Services

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

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Start Date	End Date	Service Provided	Status	Created By
10/25/2020	10/25/2020	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

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Click **Add Additional Episode**.

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Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021
Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management **Same Day Service**
***Grant:**
Provider: *[1502-00 Carl Sandburg College](#)
Start Date: 10/25/2020
End Date: 10/25/2020
Current Status: Successful Completion
***Weekly Hours:**
*** Bridge Program Activity?:**
Comments:
TAA Services Completed: Click Confirm when all TAA Services have been completed

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter “Waiver 30 Day Review” as the case note subject.

Case Note – Enter a detailed case note detailing the review, including if the conditions for the waiver are still valid.

Click **Save and Return**.

IWDS Illinois Workforce Development System **Case Management**

Informational Message:
A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

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Add Case Note

[Steve Perry](#) [Application Summary](#)
Staff Name: [Sheila Sloan](#)

*Contact Date: 11/01/2021
Program: TAA/NAFTA ▼
*Note Category: Case Note Supporting Same Day Service ▼
*Confidential: No ▼
*Note Subject: Case Management Services
*Case Note: Provided Case Management Service to participant. |

Save and Return

WIOA Application: No entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below this are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, Concurrent Programs, Characteristics and Barriers, Employment Characteristics, Education Status, Tests, Public Assistance, Family Characteristics, Income Calculation, Dislocated Worker Characteristics, LWA Specific Data, WIOA Training Criteria, Eligibility Determination), "Profile" (Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents), and "Services" (List Enrolled Services, ITA Characteristics, List Part Time/Distance Learning). The "List Enrolled Services" link is highlighted with a red box. An "Exit" section contains links for Exit Summary, View Wages, and Performance Impact.

Click on Career Planning (Case Management) – 1DC

Services
Steve Perry Application Summary
SSN: 0503 App LWA:15 App Date:02/13/2019

Add Enrolled Service Printable Services Return

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Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	Career Planning (Case Management) - 1DC	Successful Completion	Sheila Sloan

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Add Enrolled Service Printable Services Return

Click Add Additional Episode.

Edit Required Activity Information
Steve Perry Application Summary
SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 11/01/2021
Last Updated By: Sheila Sloan
Last Updated: 11/01/2021
Title: 1DC
Service Level: Career Services
Activity: Career Planning (Case Management) Same Day Service
*Grant: 19681015-United Workforce Development Board aka Career Link
Provider: *1537-00 Bradley University
Start Date: 11/01/2021
End Date: 11/01/2021
Current Status: Successful Completion
Comments: 11/1/2021 - Add Dated Comment

Additional Info
Add Additional Episode

Save Cancel

Delete Service

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, there is a red header with the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left side, there is a blue navigation menu with the following items: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), and 'FAQs' (I'm Done, Log Off). The main content area features a yellow 'Informational Message' box stating: 'A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.' Below the message is the 'Add Case Note' form. The form includes the following fields: 'Staff Name' (Steve Perry, Application Summary, Sheila Sloan), '*Contact Date' (11/01/2021), 'Program' (WIOA), '*Note Category' (Case Note Supporting Same Day Service), '*Confidential' (No), '*Note Subject' (Case Management), and '*Case Note' (11/1/21 Case Management for participant). A 'Save and Return' button is located at the bottom of the form.

NOTE: Any additional WIOA funded services being provided to the participant need to be entered on the WIOA application on IWDS.

An **IEP Modification** is not required for employment that is not suitable unless the new employment affects the training plan.