



Cross Training Reference Page

Unemployment Insurance

- Anyone may file an application. Applications are filed online @ www.ides.illinois.gov (anytime) or by telephone @ 800-244-5631 (8:30-5:00).
- This program provides monetary assistance to eligible individuals that are unemployed or underemployed (reduced hours).

- First eligibility requirement: Monetary. Did the applicant earn enough money?

Within the previous 18 months have they worked for a MINIMUM of 2 quarters & was the work performed in Illinois? Yes, make a referral to Unemployment Insurance.

- Second eligibility requirement: Three A's- Able, Available and Actively Seeking Work.

Unless otherwise approved, applicants are required to be physically & mentally Able to perform work they are qualified for. They must be Available and ready to accept work they are qualified for. If offered a job tomorrow, are you capable of starting then? Applicants are required to be looking for new work. Are you making a realistic effort in Seeking Work?

*Applicants are required to have an Active resume on www.illinoisjoblink.com to assist in Actively Seeking Work.

- Common disqualifiers: Individuals that are medically unable to work (illness, broken bones, etc.). They could be receiving Worker's Compensation or temporary disability. Individuals that are on vacation/out of town- would be considered not available.

- Applicants are not considered eligible for Unemployment until 3 A's are met.

Once they are medically released from a doctor to return to work, they may be considered eligible. They return from vacation; they may be considered eligible after that. They will be required to show proof that they are seeking work once the disqualifying issue is removed.

When in doubt, make a referral to Unemployment Insurance, and their case will be investigated. Everyone's applications are different!

- Unemployment Benefits are granted for 26 weeks within a years' time (52 weeks). NO EXTENSIONS.

Employment Services

Anyone eligible to work can utilize Employment Services, they DO NOT need to be collecting Unemployment. The ES program is designed to assist job seekers in returning to work.

- Computer Resource Room available for job seekers during business hours. Job seekers may print resumes, applications and other job search related documentation free of charge.
- www.illinoisjoblink.com Free for anyone to create resumes and search for work
 - Staff email participants job matches based on resume in the system
 - Emails of upcoming events sent to job seekers in the system
- Monthly Hiring Events & Workshops- free to the public
- Virtual Labor Market Information (LMI) free website accessible to the public through IDES Website. LMI provides wage data, employment projections and unemployment rates on specific career fields in Illinois, broken down by geographic region (county, LWIA).
- Business Services: Assist Employers with recruitment and provide education on State and Federal Tax Credit Programs. IDES can provide information on the Work Opportunity Tax Credit (WOTC). WOTC provides a Federal Tax Credit to employers that hire qualifying individuals within specific demographics.

Employment Services Program also provides job seeking assistance to individuals in Special Populations:

- Hire the Future: Serves ages 16-24 for Career Exploration and developing job readiness skills. Career Information Systems (CIS) free website accessible to the public through IDES Website. CIS allows job seekers to complete assessments to identify career interests, explore career wages, job growth and education requirements.
- Re-entry Employment Service Program: Assist ex-offenders in returning to work. IDES can provide information on the Federal Bonding Program. DOL sponsored program to protect employers from new hire employee dishonesty, theft or embezzlement that are considered 'at risk' due to previous life experiences.

Veteran Services

- Veterans and Spouses of Veterans are able to access new job postings 48 hours before the general public on www.illinoisjoblink.com

Designated Staff

- DVOP (Disabled Veteran's Outreach Program Specialists): Employment Services staff can refer Disabled Veterans with barriers to employment to DVOP for one-on-one job development
- LVER (Local Veterans Employment Representative): contact employers and community organizations to advocate for the employment of Veterans. Assist DVOP in assisting case load of veterans returning to work.