

## Services Summary Chart: Near West American Job Center Partners

PARTNER	BENEFITS OFFERED	BASIC ELIGIBILITY
<b>American Job Center Core Services</b>	<ul style="list-style-type: none"> <li>Resource Center w/ internet access, printer, fax, phones</li> <li>workshops on resume writing, interviewing, using social media for job search and basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>open to ALL</li> <li>no eligibility documentation requested</li> </ul>
<b>WIOA</b> <b>Workforce Innovation &amp; Opportunity Act</b>	<ul style="list-style-type: none"> <li>funding for technical &amp; vocational skills training</li> <li>job search guidance &amp; assistance</li> </ul>	<ul style="list-style-type: none"> <li>18 years old and up</li> <li>low income OR dislocated worker</li> </ul>
<b>TAA</b> <b>Trade Adjustment Assistance</b>	<ul style="list-style-type: none"> <li>funding for adult basic education (GED/ESL)</li> <li>funding for technical and vocational skills training</li> <li>funding for degree attainment</li> <li>job search guidance &amp; assistance</li> </ul>	<ul style="list-style-type: none"> <li>dislocated worker as a result of the job leaving the country</li> <li>appear by name on a TAA certified petition worker list</li> </ul>
<b>ADULT ED</b>	<ul style="list-style-type: none"> <li>prep for GED, US and Illinois Constitution Exams</li> <li>develop literacy and numeracy skills</li> <li>small class sizes</li> <li>rolling enrollment</li> <li><b>IT Bridge Program</b> (for adult education customers through Able)                             <ul style="list-style-type: none"> <li>access to IT Essentials: a Cisco Academy course that can be done at home and teaches A+ type material to build background knowledge before IT training</li> <li>Paid Work Experience (with recent IT credential)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>18 years old and up</li> <li>low test scores on literacy/ numeracy exam <u>OR</u></li> <li>adults seeking GED</li> </ul> <b>IT Bridge Program</b> <ul style="list-style-type: none"> <li>above criteria, plus</li> <li>demonstrated interest in a career in IT</li> </ul>
<b>IDES</b> <b>Illinois Department of Employment Security</b>	<ul style="list-style-type: none"> <li>unemployment benefits</li> <li>Illinois Job Link</li> <li>specialized services for veterans</li> <li>Fidelity Bonding (insures a business hiring at risk job applicants)</li> </ul>	<ul style="list-style-type: none"> <li>dislocated workers</li> <li>job seekers</li> </ul>
<b>SCSEP</b> <b>Senior Community Service Employment Program</b>	<ul style="list-style-type: none"> <li>subsidized employment and training</li> <li>paid community service assignments at local public and non-profit organizations</li> <li>computer training, job readiness training &amp; supportive services</li> </ul>	<ul style="list-style-type: none"> <li>age 55+</li> <li>low income</li> <li>unemployed</li> </ul>
<b>DRS</b> <b>Division of Rehabilitative Services</b>	<ul style="list-style-type: none"> <li>technical skills training for individuals w/ disabilities</li> <li>job search assistance for individuals w/ disabilities</li> <li>funding for assistive technology for job seekers w/ disabilities</li> </ul>	<ul style="list-style-type: none"> <li>documented disability</li> </ul>
<b>IDHS</b> <b>Illinois Department of Human Services</b>	<ul style="list-style-type: none"> <li>public benefits (medical, SNAP, cash, child care)</li> <li>substance abuse services</li> <li>mental health services</li> <li>specialized services (homeless, teen parents, domestic violence)</li> <li>food pantry connection</li> </ul>	<ul style="list-style-type: none"> <li>low income</li> </ul>
<b>Veterans Forward Program</b>	<ul style="list-style-type: none"> <li>specialized services for veterans transitioning to civilian careers</li> <li>individualized coaching for job search (focus on referrals)</li> <li>weekly job search support team meetings</li> </ul>	<ul style="list-style-type: none"> <li>veteran with a DD214 with a discharge status</li> </ul>
<b>Ready 2 Work</b> Program w/ the Legal Assistance Foundation (LAF)	<ul style="list-style-type: none"> <li>free legal assistance for job seekers facing legal barriers to employment</li> </ul>	<ul style="list-style-type: none"> <li>low income</li> <li>Cook County resident</li> </ul>

<b>CHA</b> Chicago Housing Authority Services	<ul style="list-style-type: none"> <li>individualized career coaching for CHA residents</li> <li>Basic Computer Skills Workshops</li> <li>Resume Development Workshop (hands on)</li> </ul>	<ul style="list-style-type: none"> <li>current CHA resident</li> </ul>
<b>Job Corps</b>	<ul style="list-style-type: none"> <li>career technical training (classroom)</li> <li>work-based learning (onsite with employers)</li> <li>job search assistance</li> <li>education support (GED/high school diploma)</li> </ul>	<ul style="list-style-type: none"> <li>16 to 24 years old</li> <li>low income</li> </ul>
<b>Up 2 Us Sports</b>	<ul style="list-style-type: none"> <li>hire and train adults and veterans as coach mentors for youth sport programs</li> <li>provide trauma-informed training for youth programs</li> <li>AmeriCorps Partner Program</li> </ul>	<ul style="list-style-type: none"> <li>18 years old and up</li> <li>have high school diploma or GED, or currently working toward completion of either</li> </ul>
<b>St. Anthony Hospital Outreach</b>	<ul style="list-style-type: none"> <li>enrollment assistance with Medicaid, SNAP, cash assistance and other public benefits</li> <li>connection to low or no-cost health care</li> </ul>	<ul style="list-style-type: none"> <li>low income</li> </ul>
<b>CCLC</b> Chicago Citywide Literacy Coalition	<ul style="list-style-type: none"> <li>career pathways navigator (in reference to adult education next steps and beyond)</li> </ul>	<ul style="list-style-type: none"> <li>18 years old and up</li> </ul>

**Note** Generally most programs listed also look for the following:

- authorized to work in US
- willing to sign consents, submit documents
- want services
- ready to work

### Not sure where to refer?

Just choose from our **word bank of services** below and input under 'reason for referral' on the Partner Referral Form.

Resume Prep	Interview Prep	Job Search Guidance	Basic Computer Skills	Vocational Training	Adult Basic Education (GED/ESL)
Services for Ind. w/ Disabilities	Veteran Services	Youth Programs	Citizenship Prep	Services for CHA Residents	Work-based Learning
Food Pantry	IT Career Basics	Health Care	Legal Assistance	Mental Health Services	Literacy/Numeracy Skills

## Referral Instructions

### Sending Referrals

- Fill out the Partner Referral Form and provide the customer with a copy. If you need a form, just send an email to [pilsenreferrals@nationalable.org](mailto:pilsenreferrals@nationalable.org) and request one. **NOTE:** Specific medical information/needs should not be put on the referral.
- Email the Partner Referral Form to [pilsenreferrals@nationalable.org](mailto:pilsenreferrals@nationalable.org) or fax to 312-994-8352. The customer can also take his/her referral form to the 2<sup>nd</sup> floor front desk and submit in person.

### Receiving Referrals

- Monitor email for incoming referrals. All referrals will be sent via email to the receiving agency, even if initially received via fax.
- Respond to the referral email so we know it was received.
- Outreach to the interested customer.

**Important Note for WIOA-mandated Partners (WIOA, TAA, IDES, DRS, DHS, Adult Ed, SCSEP):** It is required that the receiving program respond confirming **both** receipt of the referral and outreach to the customer within **2 business days** of the referral.