

Services Summary Chart: Near West American Job Center Partners

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

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

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 and request one. **NOTE:** Specific medical information/needs should not be put on the referral.
- Email the Partner Referral Form to pilsenreferrals@nationalable.org or fax to 312-994-8352. The customer can also take his/her referral form to the 2nd 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.