



Instructions for WIOA Program Applicants

Applicant Packet documents available at www.mchenrycountyworkforce.com.

1. **If you have made a firm decision on training for a chosen occupation – one that appears on our Approved Local Training Occupations for McHenry County list** (see website above under WIOA Training Program Application Process) – complete **the following from your packet and submit:**
 - a. 4-page application form
 - b. Career Plan
 - c. Three (3) jobs postings showing training is necessary for job you desire
 - d. A copy of an employer layoff letter or WARN letter if you received one prior to or on the date of your layoff.

2. **If you need career guidance to help you make up your mind, complete and submit the following:**
 - a. 4-page application form
 - b. A copy of an employer layoff letter or WARN letter if you received one prior to or on the date of your layoff.

Retain ALL other documents from your Applicant Packet. These may be requested at a later date.

Upon receipt of documents requested above, we will conduct an eligibility review. Based on information initially reviewed, you may be requested to submit additional documentation (on forms supplied in your Applicant Packet) before eligibility can be determined.

If you are found to be not eligible, you will receive a letter from us. If you are found to be eligible, you will be contacted to set up your first appointment. If you have questions on a particular piece of information, please email Sara Lindsey, Intake Specialist, at sjlindsey@co.mchenry.il.us.

How to submit your packet: 1) Drop off in our Resource Room or mail to us at McHenry County Workforce Center, 500 Russel Court, Woodstock, IL 60098; or 2) Fax documents to 815-338-7125.

CDL program applicants - See CDL Letter for additional requirements.