



# QUEST GRANT Checklist

## CRITERIA FOR "UNDER-SERVED AND HISTORICALLY MARGINALIZED INDIVIDUAL"

CRITERIA	DESCRIPTION: CHOOSE <b>ONLY ONE</b>	DONE
01	Client has no work history <ul style="list-style-type: none"> <li>If yes, then self-attestation is needed</li> </ul>	<input type="checkbox"/>
02	In the last twenty-four month has client help, or is currently holding, a temporary, seasonal, or day-day job <ul style="list-style-type: none"> <li>If yes, then documentation needed or self-attestation of employment circumstances</li> </ul>	<input type="checkbox"/>
03	In the last twenty-four month, has client employment ended more than once <ul style="list-style-type: none"> <li>If yes, then documentation needed or self-attestation of employment circumstances</li> </ul>	<input type="checkbox"/>
04	Has client been unemployed for at least 6 of the past 13 weeks, or is unemployed and has a State or locally defined employment barrier <ul style="list-style-type: none"> <li>If yes, then documentation needed or self-attestation of employment circumstances</li> </ul>	<input type="checkbox"/>
05	Is client underemployed, works or needs to work multiple jobs, or is earning less that \$15/hour <ul style="list-style-type: none"> <li>If yes, then documentation needed or self-attestation of employment circumstances</li> </ul>	<input type="checkbox"/>
06	For individuals who do not meet traditional Dislocated Worker criteria, was client laid off, fired, or voluntarily left their job due to the disaster/emergency: <ul style="list-style-type: none"> <li>If yes, then documentation needed or self-attestation of employment circumstances</li> </ul>	<input type="checkbox"/>
07	Is client self-employed and is now significantly underemployed due to the disaster/emergency: <ul style="list-style-type: none"> <li>If yes, then documentation needed or self-attestation of employment circumstances</li> </ul>	<input type="checkbox"/>

**\* ALL PARTICPANTS MUST COMPLETE EMPLOYMENT 101 ON ILLINOIS WORKNET AND INCLUDE PRINOUT/CERTIFICATE OF COMPLETION**

Done

# QUEST GRANT *Definitions*

CRITERIA	DEFINITIONS	
04	<p>Displaced homemakers; low-income individuals; Indian, Alaska Native, and Native Hawaiian individuals; individuals with a disability; older individuals (age 55 or over); justice-involved individuals; homeless individuals; individuals who are in or have aged out of the foster care system; individuals who are English language learners, have low levels of literacy, or face substantial cultural barriers; eligible migrant and seasonal farmworkers; individuals within 2 years of exhausting TANF lifetime eligibility; single parents (including single pregnant women); long-term unemployed individuals (at least 27 consecutive weeks per BLS definition); individuals who reside in a Qualified Census Tract (QCT) or a Disproportionately Impacted Area (DIA); and individuals who are basic skills deficient.</p> <p>“An individual who faces a substantial cultural barrier” is an individual that perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.”</p>	
05	<p>An individual who is working part-time but desires full-time employment; who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement; who is employed and meets the definition of a low-income individual as defined in WIOA Sec. 3(36); who is employed but their current earnings are not sufficient compared to their previous job’s earnings from their previous employment; or who is employed in a job lacking employer-provided health care benefits.</p>	

# QUEST GRANT *Case Notes*

	CASE NOTE-DETAILS	DONE
01-07	<ul style="list-style-type: none"> <li>•To reiterate, for every client that will be served under the 1N - QUEST Disaster DWG, staff must use a detailed case note explaining how the client meets the criteria of "Under-served and historically marginalized individual".</li> <li>•Thorough case notes for DWG participants are required.</li> <li>•Initial case notes must explain the circumstances as to why/how the person is eligible as a dislocated worker or one of the other 3 eligibility categories, and also explain/describe how the participant meets the "underserved or historically marginalized" requirement.</li> <li>•Do not use a "cut and paste" generic description. The case note is to be descriptive in explaining an individual's personal circumstances.</li> <li>•Case notes must tell the story of the client in terms of their eligibility for the grant and also service determination (including assessment, suitability, etc.) and delivery of services, including periodic review and update of a participant's IEP and their supportive services needs.</li> </ul>	<input type="checkbox"/>
EX:	<p>Note Subject: Justification of Under-Served and Historically Marginalized</p> <p>Case Note: Connie is a current WIOA Adult Registrant who is considered to be under-served and historically marginalized based on her ethnicity as an American Indian, she is also a former foster child who had aged out of foster care when she turned age 18.</p> <p>Connie also feels she is facing a substantial cultural barrier due to being an individual who aged out of foster care. In addition, Connie also currently meets WIOA Low Income criteria based on an income calculation. Connie is going to be co-enrolled under the QUEST DWG grant to fund the Occupational Skills Training she will be in January 2023.</p>	