DESCRIPTION
01

- Individuals eligible to receive services through the QUEST DWG grant are underserved and historically marginalized individuals from one of the following Disaster Recovery DWG eligibility categories: 1. A dislocated worker;
2.A long-term unemployed individual as defined by the Grantor; 3.An individual temporarily or permanently laid off as a consequence of the COVID-19 pandemic disaster;
4.A self-employed individual who became unemployed or $\square$ significantly underemployed as a result of the COVID-19 pandemic disaster.
- NOTE: If a person is eligible as a Dislocated Worker and also one of the other three eligibility categories, they are only to be certified eligible as a Dislocated Worker. (If you selected 1 and $2 / 3 / 4$ they need to be certified DW.)

Populations of underserved and historically marginalized individuals include, but are not limited to:
-Veterans; individuals with disabilities; persons of color; women; justice-involved individuals; immigrants; refugees; homeless individuals and those at risk of homelessness; low-income individuals; individuals in or aged-out of Foster Care; GED candidates and recipients; public assistance recipients; individuals who are basic skills deficient; UI Profilees; individuals unemployed for an extended period; individuals who have exhausted their UI benefit; individuals age 55 and over; lower-wage workers; child-care-challenged workers; high-unemployment-area residents; rural residents; individuals residing in a Qualified Census Tract (QSI) or a Disproportionately Impacted Area (DIA); and individuals with other employment barriers.

- Qualified Census Tract and Disproportionately Impacted Area (you'll be reporting these numbers; look up for all participants and include printout. Link for participant address look-up: https://www.illinoisworknet.com/qctdiamap
- High-unemployment area residents: look up for all participants and include printout. Link for IEBS Underserved Area Search: https://apps.illinoisworknet.com/iebs/Apps/lmi/underservedare asearch
- A KEY POINT FOR ALL QUEST DISASTER DWG, REGARDLESS IF THE CLIENT HAD MET TRADITIONAL WIOA DISLOCATED WORKER ELIGIBILITY CRITERIA, OR IF THE CLIENT HAD MET THE ALTERNATIVE ELIGIBILITY CRITERIA, THE CLIENT MUST ALSO MEET THE CRITERIA OF "UNDERSERVED AND HISTORICALLY MARGI IVgdated 10.30 .23 .

CRITERIA FOR "UNDER-SERVED AND HISTORICALLY MARGINALIZED INDIVIDUAL"

| CRITERIA | DESCRIPTION: CHOOSE ONLY ONE | DONE |
| :---: | :---: | :---: |
| 01 | Client has no work history <br> - If yes, then self-attestation is needed | $\square$ |
| 02 | In the last twenty-four month has client help, or is currently holding, a temporary, seasonal, or day-day job <br> - If yes, then documentation needed or self-attestation of employment circumstances |  |
| 03 | In the last twenty-four month, has client employment ended more than once <br> - If yes, then documentation needed or self-attestation of employment circumstances |  |
| 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 <br> - If yes, then documentation needed or self-attestation of employment circumstances |  |
| 05 | Is client underemployed, works or needs to work multiple jobs, or is earning less that \$15/hour <br> - If yes, then documentation needed or self-attestation of employment circumstances | $\square$ |
| 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: <br> - If yes, then documentation needed or self-attestation of employment circumstances |  |
| 07 | Is client self-employed and is now significantly underemployed due to the disaster/emergency: <br> - If yes, then documentation needed or self-attestation of employment circumstances | $\square$ |
|  |  |  |

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

## quest grant Definitions

| CRITERIA | DEFINITIONS |
| :---: | :---: |
| 04 | 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. <br> "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." |
| 05 | 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 lowincome 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. |

## quest grant Cage hotes

|  | CASE NOTE-DETAILS | DONE |
| :---: | :--- | :---: |
| $01-07$ | -To reiterate, for every client that will be served under the 1N - <br> QUEST Disaster DWG, staff must use a detailed case note explaining | $\square$ |

-Thorough case notes for DWG participants are required.

- 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.
-Do not use a "cut and paste" generic description. The case note is to be descriptive in explaining an individual's personal circumstances.
-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.

EX: Note Subject: Justification of Under-Served and Historically Marginalized

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.

Connie also feels she is facing a substantial cultural barrier due to being an individual who aged out of foster care. In addiction, 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 being in January 2023.

