

## **WIOA - Funded Resource Room Data Instructions**

This form is to be completed for each WIOA – funded Resource Room within the LWIA. This should include all One-Stop Centers and affiliated sites that are supported solely or in part by WIOA funds. The data for each Resource Room is collected for input to IWDS by OET staff.

1. Type of Request: Check the corresponding box indicating whether this is a New Request for data input of a new Resource Room or Office or an Update Request of an existing Resource Room or Office.
2. Local Workforce Innovation Area (LWIA): Enter the number assigned to the local workforce innovation area designated by the Governor.
3. Resource Room (Office) #: Indicate the Resource Room/Office number if this is an existing location. If this is a new location, you may suggest a number or leave it blank and one will be assigned by OET.
4. Resource Room (Office) Name: Enter the name of the Resource Room/Office. (Up to 60 characters and spaces may be used to spell out the name.)
5. Address Line 1: Enter the street address of the Resource Room/Office. (Up to 50 characters and spaces may be used to spell out the address.)
6. Address Line 2: Enter the secondary street address of the Resource Room/Office. (Up to 50 characters and spaces may be used to spell out the address.)
7. City: Enter the name of the city where the Resource Room/Office is located. (Up to 18 characters and spaces may be used to spell out the city name.)
8. Zip Code: Enter the zip code where the Resource Room/Office is located. (5 characters must be entered.)
9. Voice Phone Number: Enter the voice telephone number to be dialed to connect with this Resource Room/Office. Indicate the area code and phone number. (10 characters must be entered.)
10. Extension: Enter any extension number needed to be dialed or requested to connect with the Resource Room/Office contact. (Up to 6 characters may be entered.)
11. Fax Phone Number: Enter the fax phone number to be dialed to contact this Resource Room/Office. Indicate the area code and phone number. (10 characters must be entered.)
12. County Name: Enter the County where the Resource Room/Office is located. (Up to 12 characters and spaces may be entered.)

13. E-mail Address: Enter the e-mail address of the Resource Room/Office contact to be used for electronic communication. (Up to 80 characters and spaces may be entered.)
14. Site Type: Indicate what type of site or location this is. Enter a **C** if this is a One-Stop Center (minimum of one in each of the LWIAs), an **A** if this is an Affiliated Center, or an **O** if this is a site other than a One-Stop Center or Affiliated Center.

A One-Stop Center in Illinois is a physical location that provides career and supportive services to eligible adults, dislocated workers, and youth. Services must be accessible through the One-Stop Center, either on-site or through technological linkages. Required program services include:

- Workforce Development Activities serving youth, adults and dislocated workers under Title IB of WIOA
- Adult Education and Literacy programs under Title II of WIOA
- Employment Services under the Wagner-Peyser Act and Title III of WIOA
- Vocational rehabilitation services under Title I of the Rehabilitation Act of 1973 and Title IV of WIOA
- Career and technical education programs at the secondary and post-secondary levels under the Carl D. Perkins Career and Technical Education Act
- Trade Adjustment Assistance Programs
- Title IV of the Social Security Act (Temporary Assistance for Needy Families (TANF) programs)
- Senior Community Services Employment Program (SCSEP)
- Employment and training activities under the Community Services Block Grant (CSBG)
- Housing and Urban Development employment and training activities
- Unemployment compensation programs
- Activities under the Second Chance Act of 2007
- Veterans job counseling, training and placement programs under Chapter 41 of Title 38, United States Code
- Migrant and Seasonal Farmworkers Programs
- Job Corps career and technical education for youth
- YouthBuild education and job pathways

An Affiliated Center is a location or an access point that provides one or more of the Workforce Innovation and Opportunity Act required partner programs, services, or activities, assures minimally the availability of basic career services, regardless of where the individual enters the statewide system, and is linked physically or technologically to a Comprehensive One-Stop Center. Affiliated Centers may have limited hours of operation.

An Other location is a location or an access point that is funded partially through WIOA funds, but does not fit the classification of a

Comprehensive or Affiliated Center.

15. Name of Resource Room Contact: Type or print the name of the contact individual who is providing authorization to enter this information into the IWDS.
16. Signature of Contact: The contact person authorizing the information on this form should sign this form to verify all information is accurate. Signature also is an indication approval is being given to OET staff to enter all information into the IWDS. It is suggested that this person be an administrative person or the IWDS System Administrator for the LWIA.
17. Date: Enter the date this form is being completed and signed.