



Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF EMPLOYMENT & TRAINING

JB Pritzker, Governor

WIOA NOTICE NO. 20-NOT-03

TO: Chief Elected Officials
Local Workforce Innovation Board Chairpersons
Local Workforce Innovation Board Staff
WIOA Fiscal Agents and Grant Recipients
WIOA Program Services Administrators
Illinois workNet® Operators
WIOA State Agency Partners
Other Interested Persons

SUBJECT: Minimum Wage Increase

DATE: January 13, 2021

I. PURPOSE

To transmit guidance to Local Workforce Innovation Areas (LWIAs) regarding reviewing and updating current On-The-Job (OJT) Training, Work Experience (WEX) contracts and training outlines, and Disaster Recover Worksite Agreements due to the recent increase in minimum wage.

II. ISSUANCES AFFECTED

A. References:

Workforce Innovation and Opportunity Act Sections 129 and 134
Workforce Innovation and Opportunity Act: Final Rule Section 680, Subpart B
published at Federal Register Vol. 81, No. 161 (August 19, 2016)
Workforce Innovation and Opportunity Act: Final Rule Section 680, Subpart F
published at Federal Register Vol. 81, No. 161 (August 19, 2016)
Lifting Up Illinois Working Families Act (Public Act 101-0001)

B. Rescissions:

None

III. **BACKGROUND**

On February 19, 2019, Governor JB Pritzker signed into law Senate Bill 1 (Public Act 101-0001) that will gradually increase Illinois' minimum wage to \$15 an hour between January 2020 and January 2025.

Illinois State Minimum Wage Chart			
Year	Minimum Wage	Tipped	Youths (under 18) (working less than 650 hours per calendar year)
1/1/20	\$9.25	\$5.55	\$8
7/1/20	\$10	\$6	\$8
1/1/21	\$11	\$6.60	\$8.50
1/1/22	\$12	\$7.20	\$9.25
1/1/23	\$13	\$7.80	\$10.50
1/1/24	\$14	\$8.40	\$12
1/1/25	\$15	\$9	\$13

As of January 1, 2021, the state's minimum wage is \$11 for hourly workers and \$6.60 for those who also earn tips.

Workers who are under 18-years-old and work fewer than 650 hours in a year will see an increase to \$8.50 an hour.

IV. **COMPONENTS**

LWIA staff must review current OJT and WEX contracts and training outline forms to ensure that the wage is in excess of the required minimum wage. If the wage to be paid to a participant is below the minimum wage, the contracts and training outlines forms must be updated to reflect the wage change as applicable.

Additionally, for those grantees that have a disaster National Dislocated Worker Grant (DWG), the Disaster Recovery Worksite Agreements must be updated to reflect this change. Unlike an OJT or a regular Work Experience opportunity, the Disaster Relief Employment (DRE) positions do not have a training plan because the priority for the DRE jobs is to immediately assist communities with recovery efforts (e.g., COVID mitigation, Opioid recovery, flood/tornado cleanup and debris removal) through their DRE jobs.

There must be documentation that the participant is notified of the change to the contract and training outline forms (i.e., case note, signature on a new/revised form).

This process should be completed annually as the minimum wage increase has reached its culmination in 2025.

The Department of Commerce and Economic Opportunity's Office of Employment and Training is currently working to update the work experience and transitional jobs policy as well as the OJT and work experience contracts and training outline forms to ensure they include all of the required elements and so that modifications can be more easily documented.

V. ACTION REQUIRED

All LWIAs, recipients and subrecipients shall review this notice and distribute it to all appropriate individuals within the organization.

VI. INQUIRIES

Inquiries should be directed to OET, Tamika Chism, (312) 579-6901 or Tamika.Chism@Illinois.gov.

VII. EFFECTIVE DATE

This notice is effective on release.

VIII. EXPIRATION DATE

This notice will remain in effect until amended or rescinded by the Office of Employment and Training.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julio Rodriguez', with a stylized flourish at the end.

Julio Rodriguez, Deputy Director
Office of Employment and Training

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