



# FY/2425 – Career Pathway Transition To Work Program “CPTTW”

## Program Description

### 1. Background

The Career Pathway Transition To Work Project program is a pilot program funded by the Illinois Department of Human and Family Services. Our agency, Employee Connections, has been awarded a grant to administer this program here in Lake County, IL. This program provides apprenticeships to young adults’ ages **18 to 25** in various career pathways.

This program is designed to target youth/young adults who are ready to focus on long-term employment. These youth may have an identified career path or may still be exploring employment interests. For work-based learning experiences, our agency has developed partnerships with established employers and/or Industry Association training programs to refer and support our program youth participants. Upon enrollment into the program, youth will receive services to ensure they are prepared for employment, including assessments, case plans, employment readiness and other support services. For long-term career development programming, youth will be placed within three months of enrollment, in age-appropriate, ability-appropriate, and experience-appropriate long-term employment, career development training program in a youth’s identified area of interest. Once a Youth/Young Adult successfully completes this program, they will be eligible for job placement opportunities linked to one of the 17 nationally recognized career clusters listed below:

Agricultural, Food & Natural Resources	Finance	Law, Public Safety, Corrections & Security
Architecture & Construction	Government & Public Administration	Manufacturing
Arts	Health Science	Marketing
Audio/Video Technology & Communications	Hospitality & Tourism	Science, Technology, Engineering & Mathematics
Business Management & Administration	Human Services	Transportation, Distribution & Logistics
Education & Training	Information Technology	

**Apprenticeship Requirements:**

Youth/Young Adults must complete a minimum of 240 on-the-job training hours in an Registered or Non-Registered Youth Apprenticeship Program. Duration of program is 15 weeks per youth.

**Objectives:**

- For our youth/young adults to develop their "Essential Employability Skills" through a work-based learning experience in an apprenticeship and to earn a minimum of 450 hours of entry- level work experience.
- For youth/young adults to transition to and obtain long-term unsubsidized employment in a targeted Illinois industry.

**2. Eligible Youth Populations**

- Youth/Young Adults must be between the ages of **18 -25**
- Must live in Lake County, IL
- Must have proof of one of the following::
  - High School Diploma
  - GED
  - Current and actively enrolled in a GED program
- Must commit to and past a drug test
- Must commit to a background check
- Must have or obtain an Illinois workNet Account
  - **How To Register in Illinois workNet & Setup An Account:**

All youth must register in Illinois workNet or other data system as directed by IDHS. Youth's completed application must be reviewed and verified for eligibility. Verified applications will be signed by the participant and case manager. Assessments and service provision for all youth served must be documented in Illinois workNet unless otherwise directed by IDHS. Data will be collected, tracked and reported for all youth referred/served in the program. To register in Illinois workNet go to <https://www.illinoisworknet.com/Pages/Register.aspx?ReturnUrl=/>

**3. How To Enrollment:**

To apply to the Career Pathway Transition To Work Program "CPTTW" Youth/Young adults must first review the entire program description to get a clear understanding of the program and its requirements and then complete an online application. To access the CPTTW Program application click [here](#)

#### 4. Long-term & Career Development Programming

Fully or partially subsidized wages may be paid by the grant for Youth/Young Adults participating in long-term employment opportunities and/or career development training programs for a total period not to exceed 15 weeks.

#### 5. Placements:

All youth will be placed in either targeted long-term employment or an apprenticeship program. Youth may instead or also seek to attain a Recognized Postsecondary Credential (Industry-linked Credential, Certification or License) through other established on-the-job-training programs that lead directly to sustained employment. All youth will be placed within three months of enrollment into this program. Youth may continue to receive support services while enrolled in the program. Below are the placement types:

- Youth Apprenticeship
- Registered Apprenticeship
- Non-Registered Apprenticeship
- Long-term Employment
- Industry-linked Credential, Certification or License

#### 6. Wages & Employment Opportunities:

Payroll request are every two weeks during this subsidized period if this is formally agreed to in writing by both the employer and provider and the job meets all of the following criteria:

1. The job being subsidized meets the definitional criteria herein as an actual "Work Experience".
2. The position may be a full or part-time work experience, internship or apprenticeship.
3. The work experience is for a minimum 240 hours for long-term programming.
4. The position is at an official job site of the employer (exceptions must be pre-approved by IDHS in writing).
5. The position has a corresponding job description.
6. The youth MUST be paid a legal wage; however, it is not necessary for that wage to be subsidized by the grant.
7. The youth's wage is at least minimum wage.
8. The subsidy does not exceed the maximum allowed under the grant, \$17.00 per hour.
9. The youth's immediate supervisor is employed by the employer and not the provider unless the provider is the employer.

Program participants may be employed directly by the Grantee under the following conditions:

1. The job being subsidized meets the definitional criteria herein as an actual "Work Experience" and meets all above criteria.
2. The position is at an official job site of the grantee (exceptions must be pre-approved by IDHS in writing).
3. The maximum number of youths that may be employed at the Grantee agency at any one time is 5. Exceptions may be considered in special circumstances on a case-by-case basis.