Per LE # 23, REA clients are scheduled to attend REA Workshop through Fox Valley 3rd Floor. Workshops are scheduled allowing for two hours for workshop and review of Work Search log.

The process for REA workshop is as follows:

Participants arrive on time for workshop

Workshop is provided using DET approved REA workshop presentation located on the statewide (V) drive, REA Folder, PPT titled REA Workshop. The workshop was developed to meet our requirements of the federal regulations. In order to be compliant with the program, the complete workshop must be presented.

At conclusion of workshop, the participants are directed to open Career Guide to page 12 & 13 and start to write out the job search plan. They also are directed to pull out their work search log and write their name and last 4 of SSN on the top.

REA DET staff person scans each work search log and returns them to the participant’s one at a time. When they are returned, a 1:1 discussion is held with each participant in reference to their work search plan. Any suggestions on their work search plan are discussed at this time. Also if a work search log is incomplete, (all columns not completed, does not reflect the minimum of one job search per week, or not brought to workshop), the client should be notified that this will be reported to UI.

Participants are notified that they may be brought back for additional services, and these activities are mandatory as long as they are still recipients of UI.

DET REA ESS reviews each REA participant’s resume(s) within 5 working days of the workshop. Those individuals who need assistance in completing their resume are scheduled for a resume workshop with the DET REA ESS. These resume workshops will be held in the ESS’s office, therefore, groups of 4 REA clients should be scheduled at a time. These workshops should be within two weeks of the resume being reviewed. Other services as identified should be provided and entered according to LE # 4. Always utilizing a small group session when possible. These call back services should be entered in DJL using your unique participant group. (for example, Jane Doe’s participant group would be REA-JD).

All services, including non-compliance are entered in accordance to LE #23.