If you want to work, we will find you a job!

The CSBG Transitional Jobs (TJ) Program will jump start your career!

The TJ Program available helps job seekers gain work experience and get connected to quality jobs. The program offers participants up to 4 weeks of paid work experience and then helps participants transition into permanent employment.

Is the TJ Program a good fit for you?

- Are you a Chicago resident 18 years or older who is low income?
- Do you have the required documents listed on the back of this flyer?
- Do you want to be trained in new skills?

If you answered yes to the questions above, call Glenisha at 708-996-1191 to learn more!

Programming offered at 223 W. Jackson Blvd., Suite 1005, Chicago, IL 60606
Required Documents Checklist
CSBG TJ Program

1. Age Requirement – Applicants for the program must be 18 years or older
   ➢ Valid (not expired) Driver’s License OR State ID with City of Chicago address

2. Social Security Number
   ➢ Social Security Card (signature required on it)

3. Authorization to Work in the United States/Citizenship
   ➢ Original Birth Certificate OR Hospital Record of Birth

4. City of Chicago Residency (Applicants for the program must live in the City of Chicago)
   For Homeless Individuals:
   ➢ A letter from the shelter stating:
     a) Resident’s name and family members, if applicable
     b) Date when their residency began at IHP location
     c) Signed by the referring case manager with a current date
   For Others:
   ➢ Landlord Statement OR Current Lease OR Eviction Notice with Current Address
   ➢ Valid (not expired) Driver’s License OR State ID with City of Chicago Address

5. Income Verification (For six months, prior to the date of signed program application)
   ➢ Check Stubs
   ➢ Unemployment Insurance Document OR Printout from IDES
   ➢ Social Security Award Letter OR Form SSA-1099 OR Printout from Social Security
   ➢ Child Support (Verification of payments made on behalf of child/children if applicable)
   ➢ OR any combination of the above

6. Other Required Documents:
   ➢ Current Food Stamp Award Letter indicating TANF (cash payments) and/or SNAP amount
   ➢ Program application completely filled out, signed, and dated by the client
   ➢ Copy of resume, if applicable

Call Glenisha today to get started! 708-996-1191