



2021 Apprenticeship Expansion Program

An Overview of the Project Management and Reporting Requirements

Illinois Department of Commerce and Economic Opportunity

Chase Martin – Grant Manager



Agenda

- Illinois WorkNet Resources
- Reporting Grant Activity in Illinois WorkNet
- Project Work Plans, Performance Reports & Fiscal Reporting
- Q & A





Apprenticeship Grantee Resource “Home Page”

- <https://www.illinoisworknet.com/partners/Pages/ApprenticeshipResources.aspx>

The screenshot shows the top navigation bar with a menu icon, the logo, and search, Español, Users, and Share buttons. Below the navigation bar is a blue bar with links: My Dashboard, Messages (1), Bookmarks, Resumes, and Skills & Interests. The main heading is "APPRENTICESHIP RESOURCES" in a blue bar. Below this is a link: "Back to Apprenticeship Illinois Partner Guide." The content is organized into four columns: "Guidance" (with a sub-heading "Articles provide general guidance and include related resources such as instructions, guides, presentations, and videos."), "Instructions" (with a sub-heading "If you send a request for assistance to info@illinoisworknet.com please include a reference to the Apprenticeship Illinois program to enable easy routing of your help request."), "FAQ" (with a sub-heading "Ask your question or look for answers on the FAQ page here."), and "More Resources" (with a sub-heading "Links" and a list: Apprenticeship Occupations, RAPIDS Crosswalk Search). There are also sub-sections for "Getting Started" (with a list: Apprenticeship Illinois Learning Management System, Training checklist - pdf, Video tutorial on how to access) and "Training Checklist - pdf" (with a list: Get Started, Add Agency to Service Finder - Webpage).

The screenshot shows the top navigation bar with a menu icon, the logo, and search, Español, Users, and Share buttons. Below the navigation bar is a grey bar with the heading "ALL RESOURCES". Below this is a grid of four icons: "App IL Partner Quick Start Guides" (hands holding puzzle pieces), "Partner Training Materials & Videos" (hands holding a tablet with a play button), "Full List of Resources" (a document with a checklist), and "Partner Tool Updates" (hands holding a tablet with a gear icon). A vertical blue bar on the right side contains the text "User Guides".

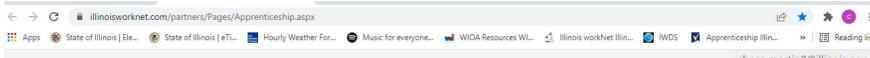


FAQ Page

- <https://www.illinoisworknet.com/partners/Pages/AppILPartnerFAQ.aspx>



STATE OF ILLINOIS WORKFORCE PORTAL



App IL Partner Quick Start Guides



Partner Training Materials & Videos



Full List of Resources



Partner Tool Updates

User Guides



DHS Youth Programs

DHS Youth Partner Tools

Incumbent Worker Tracking System

IWTS Guide

WIOA PY 2021

Youth Career Pathways Guide

WORKS ILLINOIS

WIOA Contract Reporting Guide

IEBS

Illinois Employment Business System

IPATS

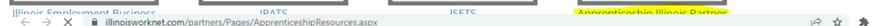
Illinois Performance Accountability & Transparency System

ISSETS

Illinois SNAP Employment & Training System

Apprenticeship ILLINOIS.com

Prepare • Train • Retain



[Back to Apprenticeship Illinois Partner Guide.](#)

Guidance

Articles provide general guidance and include related resources such as instructions, guides, presentations, and videos.

Getting Started

- Apprenticeship Illinois Learning Management System
- Training checklist - pdf
- Video tutorial on how to access

Outreach

- Participating Agencies - PDF

Instructions

If you send a request for assistance to info@illinoisworknet.com please include a reference to the Apprenticeship Illinois program to enable easy routing of your help request.

Training Checklist - pdf

Get Started

- Add Agency to Service Finder - Webpage
- Become a Partner - Webpage
- User Management - pdf
- Provider Information - pdf

FAQ

Ask your question or look for answers on the FAQ page [here](#).

More Resources

Links

- Apprenticeship Occupations
- RAPIDS Crosswalk Search
- RAPIDS Data Dictionary.xlsx
- UI Benefits form to retain UI during federally funded training - pdf



REPORTING GRANT ACTIVITY IN ILLINOIS WORKNET



Participant Reporting Requirements

- Every Individual that is served under this grant must be reported in Illinois workNet using the case management tools or the *Other Impacted Individual* upload.
- Every employer that is served under this grant should be reported in Illinois WorkNet
- DCEO will provide specific reporting guidance for individuals that were served in the 2019 Apprenticeship Expansion Grant.



Fully Case Managed Customers for Apprenticeship Illinois

Log-in

1. Go to <https://illinoisworknet.com/appilpartners>
2. Click the link  Go to IWIS – (Formerly Customer Support Center) to access Apprenticeship Illinois Dashboard and Partner Tools.
3. Log-in using your Illinois workNet account.
4. Select Apprenticeship Illinois.

Step 1 - Add customers into Illinois workNet

1. Go to Customer list and select Add Customer
2. Enter required fields. This
 - a. Name
 - b. Date of Birth
 - c. Email
 - d. Social Security Number (SSN)
 - e. ZIP Code
3. This will search for an existing account or create an Illinois workNet account for the participant. If the customer does not have an existing Illinois workNet account, an account will be created. Share the username and password with the customer.

Detail Instructions: [Add Customer](#)

Step 2 - Complete the application with the customer.

1. Go to the Intake Review tab.
2. Complete the application with the customer or send them a link to complete the application
 - a. Agree to terms of use
 - b. Goals & Current Situation
 - c. Education
 - d. Work history
 - e. Demographic & Contact Info
3. Submit

Detail Instructions: [Completing the Customer](#)

Step 3 – Complete customer eligibility.

1. Complete Eligibility review.
2. Collect eligibility documentation. The detailed instructions include a list of acceptable eligibility documents.
3. Sign eligibility form. This document is required for monitoring.



4. Select Enrollment Status
5. Save

Detail Instructions: [Complete Eligibility Review](#)

Step 4 – Complete a Career Plan (Individual Employment Plan - IEP)

1. Add goals
2. Enter services
3. Update as needed
4. Document service information that does not duplicate the WIOA services they are currently receiving.
 - a. Start/completion status
 - b. Start/end dates
 - c. SOC Code
 - d. RAPIDS ID
 - e. Provider information
 - f. Hours per week
5. Document outcomes
 - a. Credentials
 - b. Measurable skills gains
 - c. Employment
 - d. Program completion status
 - e. Success stories
6. Use Dashboard to view customer progress

Detail Instructions: [Create Career Plan](#)

Detail Instructions: [Outcomes Tab](#)

Step 5 – Submit quarterly reports.

1. Click the Workplans/Reports tab at the top of the group landing page.
2. Verify the workplan is correct.
3. Verify numbers synced from the system are accurate.
4. Submit



Other Individuals Impacted

Log-in

1. Go to <https://illinoisworknet.com/appilpartners>
2. Click the link  Go to IWIS – (Formerly Customer Support Center) to access Apprenticeship Illinois
3. Log-in using your Illinois workNet account.
4. Select the Reports icon  located at the top of the screen.
5. Select [Apprenticeship Illinois Reports](#).

Step 1 – View Other Individuals Impacted (OII) List

1. On the Apprenticeship Illinois Reports screen, select your agency in the Provider dropdown.
2. Select Other Individuals Impacted (OII) in the Participant Type dropdown.
3. Select Filter. The user list will filter to your agency's OII participants.

Step 2 – Add customers to Illinois workNet reports.

1. Select Upload Other Individuals Impacted. A modal will display.
2. Select "[Click here to download an OII spreadsheet](#)".
3. Save the document to your computer.
4. Enter customer information and save the spreadsheet. Red asterisk denotes the required fields.

Date of Registered Apprenticeship Program start*	Hourly Wage on Entry in Program
How was the apprentice impacted by the grant? *	Race*
Apprentice First Name*	Ethnic Group*
Apprentice Last Name*	Education*
Apprentice Occupation*	Veteran Status*
Sponsor*	Individual with Disability (Yes/No) *
Sponsor Address	Employment Status
Sponsor City	Existing or New Employee*
Sponsor State	Type of Program
Sponsor Zip Code*	Term
Occupation SOC Code*	Hours a year
Participant Email	Related Training Source
Apprentice Zip Code*	Apprentice paid for Related Training Instruction
Apprentice Full Social Security Number*	Wages
Apprentice Date of Birth*	Career Connection
Phone	RAPIDS ID
Gender*	Who made the referral?

5. Return to the Upload OII modal, select Choose File, select the completed spreadsheet, and click Open.
6. Select Upload. Participant List will populate on the Reports screen.
7. Review customer information. If incorrect, select **X** under Edit and redo Steps 4 – 6.

Detail Instructions: [Other Individuals Impacted Reporting](#)



Navigator Quick Start



Apprenticeship Illinois Navigator - User
March 2022 v1

Navigator Tools for Apprenticeship Illinois

Log-in

1. Go to <https://illinoisworknet.com/appilpartners>
2. Click the link Go to IWIS – (Formerly Customer Support Center) to access Apprenticeship Illinois Dashboard and Partner Tools.
3. Log-in using your Illinois workNet account.
4. Select Apprenticeship Illinois.

Step 1 – Create Outreach Events

Outreach Events - Document business and individual engagement in the system.

- a. Outreach Name
- b. Audience
- c. Type
- d. Attendees
- e. Results/Success Stories

Step 2 – Add Organization Information

Organization Information - Identify organizations & document communication to prevent employer fatigue.

- a. Organization Name
- b. Type
- c. Industry
- d. Number of employees
- e. Location
- f. Contacts
- g. Navigator team members working with the organization
- h. Contact notes/communication system

Step 3 – Enter Engagement Activities

Engagement - Document apprenticeships and services

- a. Enter employer & worksite information
- b. Enter placement information. This creates a "bank" of apprenticeship opportunities for intermediaries and documents placements.
- c. Required credentials
- d. Funding Source
- e. And other non-required information

Step 4 – Document Partnerships

Partnerships - Document partnerships

- a. Industry
- b. Partnership Name
- c. Partners



AppilPartners

- d. Partner Support
- e. Related Attachments/URLs
- f. Related Success Story
- g. Partnership Notes

Step 5 – View Progress on Dashboard

Use Dashboard to view progress and collaborate with other Navigator teams.

Step 6 – Submit quarterly reports.

1. Click the Workplans/Reports tab at the top of the group landing page.
2. Verify the workplan is correct.
3. Verify numbers synced from the system are accurate.
4. Submit



US Department of Labor Reporting

- The “bottom line” goal for Illinois’ 2021 Apprenticeship Expansion grant is to enroll at least 750 new registered apprentices by June 30, 2024
- The State of Illinois must provide a valid “RAPIDS number” for each registered apprentices that is served or that activity will not “count” toward the state’s 2021 registered apprentice goal.
- Grantees must work with employers and sponsors to obtain the RAPIDS number of apprentices that are fully case managed and/or apprentices that are classified as “other impacted individuals”.
- Additional guidance will be provided to grantees that served apprentices under the 2019 apprenticeship expansion program.



Open “Office Hours” with WorkNet

- Open office hours with Dee Reinhardt
 - Wednesdays from 2pm-3pm
 - This will be an open discussion about any issues or questions regarding Worknet
 - <https://www.illinoisworknet.com/appilpartners>
 - Found towards bottom of page under “upcoming events”



PROJECT WORK PLANS, PERFORMANCE REPORTS & FISCAL REPORTING



Project Work Plan

- What is the Project Work Plan?
 - Summary program description set to a timeline that meets the actual grant term defined by your grant agreement.
 - Action Plan- benchmarking, intermittent reporting
 - Contact List with defined Staff Roles
- What is the significance of the Plan?
 - “Incorporated Fully into your Grant Agreement”
 - Serves as an initial reference guide for reporting, monitoring, and grant management



Sample Workplan

SECTION I: DEMONSTRATION PROJECTS SERVING INDIVIDUALS		PARTICIPANTS	REPORTABLE INDIVIDUALS	TOTAL PLANNED
A. Activities	SERVICE LEVELS			
	Registered Apprentices	29		29
	Pre-Apprentices	-		-
	TOTAL	29	-	29
	SERVICES PROVIDED			
	On the Job Training (as part of registered apprenticeship program only)	29		29
	Work Experience (as part of a pre-apprenticeship program only)	-		-
	Related Training and Instruction	29		29
	Supportive Services	-		-
Other (Describe in Narrative)	-		-	
B. Demographics	GENDER			
	a. Male	25		25
	b. Female	4		4
	AGE			
	a. 16-24	8		8
	b. 25-54	17		17
	c. 55+	4		4
	EDUCATION			
	Attending post-secondary school	29		29
	Attained a secondary school diploma or equivalency	24		24
	Completed one or more years of post secondary education	5		5
	Attained a post secondary technical or vocational certification (non-degree)	-		-
Attained an Associates degree	-		-	
Attained a Bachelors degree	-		-	
Attained a degree beyond a Bachelor's degree	-		-	



Performance Reporting

- Complete and Upload Standard Reports to Illinois workNet
 - Periodic Performance Report
 - Periodic Fiscal Report (Include Supporting Documentation)
- Provide a narrative update in the Illinois workNet *Reporting Text Box* regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories.
 - Summary of Grant Activities
 - Progress Toward Grant Goals
 - Status Update on Strategic Partnership Activities
 - Status Update on Employer Engagement Strategies
 - Key Issues and Technical Assistance Needs
 - Summarize Significant Accomplishments and Reference Success Stories that have been posted.
- Grantees will be able to use the *real time* dashboards in Illinois workNet to document the Plan vs Actual grant activity.



Periodic Performance Report (PPR)

- High level instructions are included on pages 1-4 of the Report. Note that the sections **must** match information found in the Uniform Grant Agreement.
- Grantees are to complete Sections 1-13
- Grantees will be entering Deliverable/Performance information into Illinois WorkNet. Check the box and enter Illinois WorkNet (between Sections 13 and 14). Grantees can skip to Section 23.
- A final PPR shall be required at the completion of the grant award. For final PPRs, the reporting period end date shall be the end date of the project / grant period and the box should be checked “yes” in Section 11.



PPR – Performance Measures

- Section 23 is required to be completed for **ALL GRANTS**, even if performance data is tracked via database.
- Include check boxes to indicate if performance is consistent with grant-to-date expected services and expenditures/earnings.
- Grantee **must** provide explanation in rows below when performance is not consistent with grant-to-date expected services and expenditures/earnings and is encouraged to provide explanation in rows below when performance is consistent with grant-to-date expected services and expenditures/earnings.

Fiscal Reporting

- Grantees must submit Quarterly Financial Status Reports. Supporting documentation (Trial Balance) must also be submitted to support costs reported.
- In order to provide support (Trial Balance) that ties to the Report, grant revenue and expenses must be segregated in your accounting system.





Periodic Financial Report Requirements

- High level instructions are included on pages 1-4 of the Report.
- Grantees are to complete Sections a-w.
- Indirect Cost Information:
 - Section n - Indirect Cost Rate Percentage
 - Section o - Indirect Cost Base
- Section p: Since there are funding-related program restrictions that will be monitored, mark “Yes”.
- Section q: Type in “Reference the requirements of Article 41 and the budget” for the List of Restrictions.
- Section r: Select “No” unless your grant agreement includes match
- Section s: If section r is no, enter N/A. If yes, enter the percent match
- Sections t-w: Should be completed by the Grantee, unless program income or interest were not allowed per terms and conditions of grant.
- Section x: Should be marked “See GRS”
- Section y – Section ee: Can be left blank if costs are reported in GRS



Quarterly Report Submission

- Quarterly Program (PPRs), Fiscal (PFRs) Reports must be completed in Adobe and uploaded to the Workplan and Reports Tab of Illinois WorkNet.
- DCEO will provide detailed instructions on how to upload the information to Illinois WorkNet



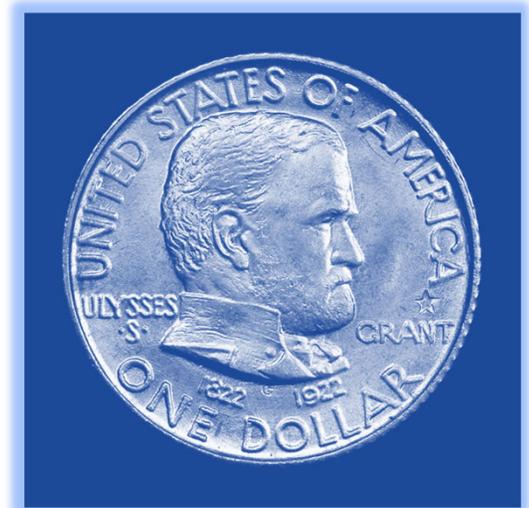
Fiscal Management & Reporting Requirements

- “The Grantee’s financial management system shall be structured to provide for accurate, current and complete disclosure of the financial results of the Project funded under this grant program.”
- The general ledger must support costs and revenue reported to the Department and must allow tracing of funds to a level of expenditure adequate to ensure funds have been expended appropriately.
- Grantee must report costs in the *GRANT REPORTING SYSTEM* - an electronic reporting system used for requesting cash and reporting of grant costs, obligations, and miscellaneous receipts and disbursements (i.e., program income)
<https://neonwebh.cmcf.state.il.us:8080/dceo/costrpt>



Grantee Reporting System (GRS)

- The Grant Reporting System (GRS) is an electronic reporting system used for requesting cash and reporting of grant costs, obligations, and miscellaneous receipts
- GRS Website for Grantees:
<https://neonwebh.cmcf.state.il.us/dceo/costrpt>





GRS Access Instructions

- Your grant manager can send you the GRS External User ID Request Form.
 - GRS IDs are limited to one per grantee.
 - The person assigned to the ID should be the person who will be accessing the system to report expenditures and request cash.
 - A new user will be emailed a temporary password. The new user must login within 2 days to enter a new password or the temporary password will expire.
- Log in to GRS with your User ID and password once per month to keep password current. You'll be instructed to change your password every 2-3 months.
- Contact the DCEO Help Desk for password resets or connectivity issues.
 - Email: ceo.racfsecurity@illinois.gov
 - The email should read as follows: "Please reset the password for RACF ID _____. I am a WIOA grantee that needs access to GRS."



Expenditure Reporting Requirements

- Expenditures for each month must be entered into GRS by the 20th of the following month. After the 20th, the grantee is locked out of reporting for the previous month. Late reporting, especially for the last month of the quarter, can result in discrepancies between the PFR and your accounting records. Failure to submit the reports by the reporting deadline may lead to suspension of cash.
- Keep supporting documentation (e.g., P&L) on file for monitoring and reporting (quarterly financial reports and trial balances). Supporting documentation must tie to the expenditures entered in GRS. Any discrepancies must be documented in a trial balance crosswalk.
- Reported expenditures must be on an accrual basis. If your accounting system is not an accrual basis, you must develop and report accruals through best estimates of the documentation on hand. Any accruals or adjustments not captured by your accounting system must be included on a supplemental spreadsheet or trial balance crosswalk that can be used to reconcile the trial balance to the expenses reported in GRS.



Example of a Trial Balance Crosswalk

GRS Entry												
WIA 14-654XXX												
9/30/2019												
Breakdown of Trial Balance Expenses by Account												
GRS Line		Accounting System (Trial Balance)	Expense Account 5000 - Salaries and Wages	Expense Account 5001 - Fringe Benefits	Expense Account - 5002 Facilities Expense	Expense Account 5003- Supportive Services	Accruals 9/30/19	Total 9/30/19		GRS Budget	9/30 Total GRS Expenses	Budget Remaining
1000	Work Exp Wages	170,000.00	160,000.00	10,000.00			1,000.00	171,000.00		180,000.00	171,000.00	9,000.00
2000	Program Services	25,150.00	10,000.00	500.00	4,650.00	10,000.00	1,000.00	26,150.00		35,000.00	26,150.00	8,850.00
5000	Administration	10,850.00	10,000.00	500.00	350.00			10,850.00		20,000.00	10,850.00	9,150.00
		206,000.00	180,000.00	11,000.00	5,000.00	10,000.00	2,000.00	208,000.00	-	235,000.00	208,000.00	27,000.00

- ENTER
- CLEAR
- PF01
- PF02
- PF03
- PF04
- PF05
- PF06
- PF07
- PF08
- PF09
- PF10
- PF11
- PF12
- PF13
- PF14
- PF15
- PF16
- PF17
- PF18
- PF19
- PF20
- PF21
- PF22
- PF23
- PF24

DCEO DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY 11/03/21
 HD07DPC0 EXPENDITURE REPORTING CASH REQUEST MENU 08:46:33

PLEASE ENTER THE GRANT NUMBER TO BE PROCESSED LOAN DESIGNATOR

- F1 - COST REPORTING (#351)
- F2 - COST SUMMARY (#352)
- F3 - CASH REQUESTS (#353)
- F4 - CASH REQUEST TRACKING (#354)
- F5 - DIRECT DEPOSIT INQUIRY (#293)
- F6 - SUB GRANTEE COST LEDGER SUMMARY (#362)
- F7 - SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)
- F8 - MISC RECEIPTS DISBURSEMENT SUMMARY (#371)
- F9 - SBDC PROGRAM INCOME (#375)
- F10 - WIA PERCENTAGE OBLIGATION UPDATE (#377)
- F13 - PETITION REPORTING (#391)
- F23 - MASTER SYSTEM MENU

GRS Navigation



- On the main menu, enter the grant number. Use the PF buttons on the left side of the screen (not the F buttons on your keyboard) to select a screen.
- On a screen, you can use tab and shift/tab to move between entry/text fields on the screen
- Refer to the menu at the bottom of the screen for other options, including the PF button to go back to the main menu.



Entering Expenditures

- You must enter the decimal point and cents (e.g., 250.00). If you do not, GRS will enter the decimal point. It will convert 250 to 2.50.
- To enter negative numbers, enter the amount followed by a minus sign.
- On the main menu, enter the grant number at the top of the screen and hit PF01 to go to the Expenditure Reporting Screen (#351)
- On the Expenditure Reporting Screen, enter the expenditures for the appropriate expenditure code (line item) and month. After the 20th, all expenditures must be reported under the current month. You must enter the decimal point and cents. To reduce expenditures or adjust an incorrect entry, enter the amount followed by a minus sign. Use the PF08 button to scroll down to find the expenditure code and month you want.
- If expenditure entry is complete, click the PF01 button to transfer to the Expenditure Summary Screen (#352).



Entering Expenditures

- On the Expenditure Summary Screen, verify the expenditures in the “Uncertified Costs” column are correctly entered.
- If expenditures are correct, click the PF02 button to certify the expenditures. This moves the expenditures to the “Certified Costs” column.
- If costs are not entered correctly, click the PF04 button to return to the expenditure reporting screen and correct the entries. You won’t be able to do this after costs have been certified. You’ll have to enter adjusting amounts to correct the costs.
- Once entries have been confirmed and certified, you may enter a cash request to reimburse for the expenditures entered by clicking the PF05 button.

Entering Cash Requests

- On the Cash Request screen, verify there are funds available to request in the “Cash Available to Request” field. Depending on the cash advance limit, certified costs to date must equal or exceed the previous cash requested. Note: You can access the Cash Request screen from the main menu by entering the grant number and click on the PF03 button.
- Enter the amount of the cash request on the line “Your Cash Request.” You must enter the decimal and cents. If you do not, they system will put in the decimal.
- To certify your cash request, click the PF02 button.
- To void a cash request that is still in pending request status, click the PF06 button.





Cash Request Tracking

- To track a cash request, click F4 on the main menu to go to the Cash Request Tracking Screen (#354).
- You can scroll down by using the PF08 button.
- To see the warrant information from the Comptroller's Office, click the PF01 button. This information will only populate when a warrant has been issued. The system updates overnight.
- Grantees can check the status of a warrant at the Comptroller's website: <https://illinoiscomptroller.gov/vendors/warrant-inquiry-form/>. All numbers, including the zeros, must be entered. If a warrant is not outstanding, a contact phone number will appear that the grantee can call to request information.

Cash Request Processing

- Cash Requests are processed on Mondays and Thursdays.
- Cash requests entered in GRS by 4:30 pm on Wednesday will be approved/rejected on Thursday. Cash requests entered in GRS by 4:30 pm on Friday will be approved/rejected on Monday.
- Holidays occurring on Mondays or Thursdays will delay the cash request processing by at least one day.
- Cash requests approved by DCEO are processed to the Illinois Comptroller's Office for payment.
- Cash Request Limit – Depending on the variable advance limit in the grant agreement, your cash requests may be limited to certified costs to date or certified costs to date plus a percentage of the grant amount.





Direct Deposit

- If the grantee wants to receive payments via Electronic Funds Transfer (EFT) rather than a paper warrant, the grantee should contact the Illinois Comptroller's Office.
- Illinois Office of Comptroller, Electronic Commerce Section, 217-557-0930
- If you have multiple grants, you will have to get a 3-digit control number for each new grant. The control number and grant number must be provided to DCEO accounting.



Troubleshooting

- Password or Connectivity Issues
 - Email: ceo.racfsecurity@illinois.gov
 - Use Google Chrome
- Payment Suspension
 - You should receive an email notification. Contact the person identified in the notification or your grant manager. Normally, payment suspension is the result of late reporting or late single audits.
- Can't enter costs for a line item/expenditure code
 - Make sure the amount you want to enter does not put you over the line item budget plus variance allowance. These amounts are in the budget section of your grant agreement.
- Can't enter costs for the previous month
 - After the 20th, you are locked out of the prior month. Costs must be reported in the current month. If the costs were for the last month of a reporting period, this may cause a discrepancy between GRS and your quarterly trial balance. Any discrepancies must be noted in the Trial Balance crosswalk.



Troubleshooting

- Check or Direct Deposit Not Received
 - Find the Warrant Number on the Cash Request Tracking screen and then look up the warrant on the Comptroller's website
 - Call the Comptroller's Office contact number if the warrant is not outstanding
- Can't Enter Cash Request
 - Check Cash Available to Request on the Cash Request screen.
 - Confirm that Certified Costs to Date and Previous Cash Requested amounts on the Cash Request screen are correct. You may have entered costs that you did not certify.
- Entered the wrong amount or failed to enter a decimal point
 - If you failed to enter a decimal point, GRS will enter a decimal point for you. \$3,500 will be converted to \$35.00. You will have to enter additional costs in GRS to correct the amount for that line item/expenditure code and month.
 - If the amount you entered was too high, you can do another entry in GRS to correct the amount for the appropriate expenditure code and month. When you enter the adjusting amount, put a minus sign after the number (e.g., 500.00-).



Technical Assistance & Monitoring

- DCEO Monthly Review of Activity and Expenditures
- Quarterly Grantee Meetings
- Individual Technical Assistance
- Formal Compliance Programmatic & Fiscal Monitoring



For More Information Contact

2022 Apprenticeship Grant Manager

Chase Martin – Chase.Martin2@Illinois.gov

OET Budget Management

John Barr - John.W.Barr@Illinois.gov

Patrick Campbell – Patrick.Campbell@illinois.gov

Kim Kuchenbrod - kmkuch1@ilstu.edu