



General Revenue Funds (GRF) for State Supplemental Grant

PY26 Kickoff & System Updates

Agenda

- Housekeeping
- Introduction
- Program Year 25 Outcomes
- **Monthly** Reporting Requirements
- **Quarterly** Reporting Requirements
- Closing Out Program Year 2025
- Kicking Off Program Year 2026
- Recent System Updates
- Next Steps
- Q & A session

Housekeeping

GRF State Supplemental Program is presented by:

- Heather Lawrence – Business Analyst, Illinois workNet
- Kelly Lapetino – Program Division Manager, Office of Employment and Training
- Kristi Chevali – Northern Illinois Regional Workforce Manager, Office of Employment and Training
- Bryan Ellis – Southern Illinois Regional Workforce Manager, Office of Employment and Training
- Ruth Whitis – Central Illinois Regional Workforce Manager, Office of Employment and Training
- Kurtis D. Young – Grant Manager, Office of Employment & Training

Mute/Raise Hand

- When you joined the webinar today, you joined muted. Please stay muted until the Q&A session. During that session, you may unmute yourself and ask questions.
- The call is being recorded and will be posted to the [GRF partner page](#) in the [Technical Assistance, Tutorials, & Videos](#) section.
- Questions can be put in the chat during the call, and we will be sure to answer them.

Introduction

- The State of Illinois Fiscal Year 2027 budget includes \$5 million in General Revenue Funds for the Local Workforce Innovation Areas (LWIAs) to support workforce services provided in coordination with the Workforce Innovation and Opportunity Act (WIOA) Title IB programs for LWIBs that *require supplemental support, as determined by the department, utilizing a needs-based assessment.*
- DCEO considered the following factors in this assessment
 - *WIOA Program Year 2026 Funding Levels / Funding Loss*
 - *Rural Community Need and Support*
 - *Supplemental Nutrition Assistance Program (SNAP)*
 - *Communities with Increased Needs*
- This is the third direct appropriation of State of Illinois funds to support the LWIA training programs.
- Accurate, timely reporting is critical to show how the \$5M investment strengthens Illinois' workforce system and provides the General Assembly with clear, reliable information on the return on investment.

PY25 Outcomes

1,031 Plan vs. 1,090 Actual enrolled participants

- 562 participants received supportive services/barrier reduction
- 249 participants in WEX
- 147 participants in ITA occupational training
- 106 participants received other occupational training (pathways)
- 53 participants entered pre-apprenticeship training

181 New/Expanded Partnerships

468 Businesses Served

- 1,627 Incumbent workers served

DCEO Grant **Monthly** Reporting Requirements

Grant Manager Contact: Kurtis Young is kurtis.d.young@illinois.gov

Program Reporting

- The Illinois workNet **GRF Reporting System** is the official system used to track GRF State Supplemental program activity. The system provides real-time program activity reporting.
- Detailed instructions are available by accessing the [GRF Reporting System Guide](#).
- Each grantee must enter their approved Work Plan (matching the signed grant agreement) in the system.
- The system will automatically update the Plan vs. Actual Dashboard based on reported activities.
 - If a grantee needs to change the approved Work Plan, they must submit a modification request.

Fiscal Reporting

- Report costs and requests for payment each month in the **Grantee Reporting System (GRS)** by the 20th of the following month (for costs from the prior month).

DCEO Grant Quarterly Reporting Requirements

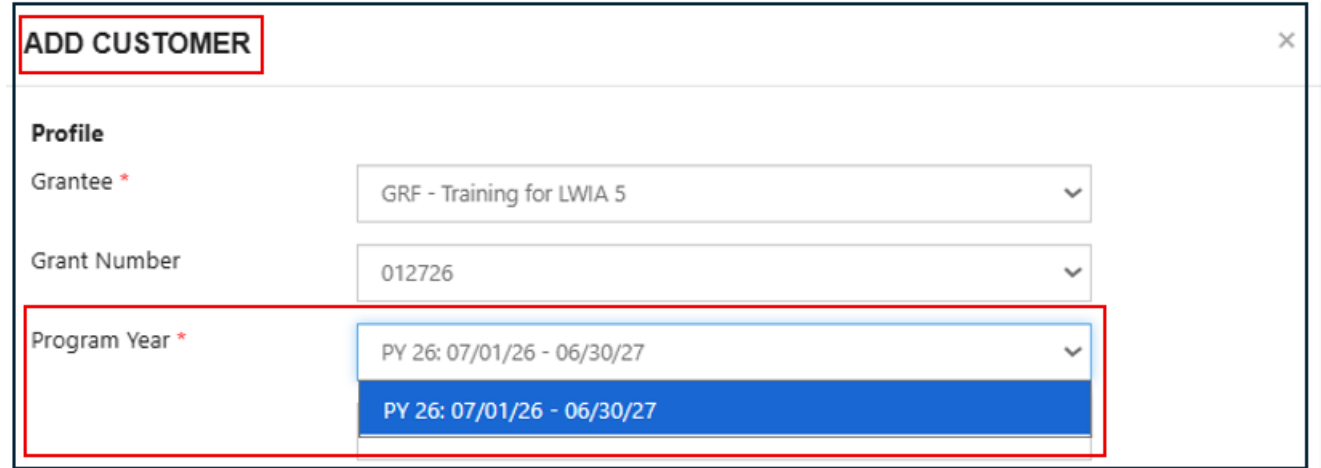
Contact: Kurtis Young (kurtis.d.young@illinois.gov) for Quarterly Reporting Questions.

- Quarterly Periodic Financial Performance Report (PFR), Periodic Performance Report (PPR) and Trial Balance due 30 days after the end of a quarter.
- **Quarterly Report Due Dates:**
 - October 30, 2026 – covers 7/1/2026 – 9/30/2026
 - January 30, 2027 – covers 10/01/2026 – 12/31/2026
 - April 30, 2027 – covers 1/4/2027 - 3/31/2027
 - July 30, 2027 – covers – covers 4/1/2027 – 6/30/2027
- Grantees must submit a [Quarterly Narrative Report](#) in the [GRF Reporting System](#).
 - System entries along with the Plan vs. Actual Dashboard should be used as support to complete the required Quarterly Narrative Report. This can be used as supporting documentation to the PPR.
- A participant **Success Story** should be added to GRF.

Closing Out Program Year 2025 Activity

PY 25 – Adding a Customer Issue

- Multiple Help Requests have been submitted because users are **still trying to add a customer to PY25**, and the system will only allow them to be entered into PY26.
- An update was made to the system to allow users to **change the Program Year up to 30 days after the end of the program year** using either of the add customer features.
- There are still two weeks left to get everyone in for the previous program year.
- **If you still need to add customers from Program Year 2025, please submit a [Help Request](#).**



The screenshot shows a web form titled "ADD CUSTOMER" with a close button (X) in the top right corner. The form is divided into a "Profile" section and a "Program Year" section. The "Profile" section contains two dropdown menus: "Grantee *" with the value "GRF - Training for LWIA 5" and "Grant Number" with the value "012726". The "Program Year *" section contains a dropdown menu that is currently open, showing two options: "PY 26: 07/01/26 - 06/30/27" and "PY 26: 07/01/26 - 06/30/27". The second option is highlighted in blue. Red rectangular boxes highlight the "ADD CUSTOMER" title, the "Grantee" and "Grant Number" fields, and the "Program Year" dropdown menu.

ADD CUSTOMER	
Profile	
Grantee *	GRF - Training for LWIA 5
Grant Number	012726
Program Year *	PY 26: 07/01/26 - 06/30/27 PY 26: 07/01/26 - 06/30/27

PY 25 Closeout – Closing Out a Customer

- **Detailed Instructions:** [Closing Out a Customer](#)
- When closing out a customer, be sure to complete both the **Outcomes** and **Service Level** sections on the customer's **Progress** tab to ensure accurate records.
- If you are done serving the customers, then both sections should be closed out.
- Customers should only show in your participant carried over row if they are continuing service

The screenshot displays the PY 25 Closeout interface. At the top, there are two sections: 'Services:' and 'Outcomes:'. The 'Services:' section has a 'View/Edit' button highlighted with a red box. The 'Outcomes:' section has a 'View/Edit' button highlighted with a red box. Below these sections, there are two modal windows. The 'EDIT SERVICES' modal window is on the left, and the 'EDIT CUSTOMER OUTCOMES' modal window is on the right. Red arrows point from the 'View/Edit' buttons to their respective modal windows. The 'EDIT SERVICES' modal window contains a list of service types with checkboxes and start date fields. The 'EDIT CUSTOMER OUTCOMES' modal window contains a list of outcome types with checkboxes, a rating dropdown, and a notes field. Both modal windows have 'Close' and 'Save Outcomes' buttons at the bottom.

Services:

Outcomes:
Outcomes Not Entered

EDIT CUSTOMER OUTCOMES

End Date *

☐ Did not complete program/activity

☐ Employed full-time after program/activity completion

☐ Obtained a credential

☐ Participated in career exploration activities

☐ Completed skill development training

☐ Retained in employment

☐ Increased Wages

☐ Promoted within their field

☐ Completed the program/activity

☐ Completed customer satisfaction survey for the program/activity

Select a rating

Notes

EDIT SERVICES

Select service(s) and enter the Start Date.

☐ Work Based: On the Job Training

☐ Work Based: Customized Training

☐ Work Based: Work Experience / Internships

☐ Work Based: Transitional Jobs

☐ Direct Training: Occupational Training - Other

☐ Direct Training: Occupational Training - ITAs

☐ Direct Training: Remedial/Prevocational Training

☐ Supportive Services/Barrier Reduction

☐ Pre-Apprenticeship Training

☐ Apprenticeship Training

☐ Other (Describe in case note)

Close

Close Save Outcomes

PY 25 Closeout – Closing Out a Customer

- After completing the Services and Outcomes, **edit the Service Level**
- Click **View/Edit**
- Select **Closed**
- Enter **the Closed Date**
- Click **Save**

The screenshot displays the PY 25 Closeout interface. At the top, there is a 'View/Edit' button. Below it, the 'Service Level' section shows 'Recruited Date: Date Not Entered', 'Referred Date: Date Not Entered', 'Enrolled Date: 07/28/2026', and 'Closed Date: Date Not Entered'. A green 'Good' button is visible in the top right corner. Below the main form, an 'EDIT SERVICE LEVEL' modal is open. The modal has a title bar with a close button. Inside, there is a dropdown for 'entries per page' set to '10'. Below this is a table with columns 'Service Level', 'Date', and 'Remove'. The table contains one entry: 'Enrolled' with date '07/28/2026' and a 'Remove' button. Below the table, it says 'Showing 1 to 1 of 1 entry' with pagination controls. A dropdown menu is open for the 'Level' column, showing options: 'Select', 'Recruited', 'Enrolled', 'Referred', and 'Closed'. The 'Closed' option is highlighted with a red box. A 'Close' button is at the bottom right of the modal.

View/Edit

Service Level:
Recruited Date: Date Not Entered
Referred Date: Date Not Entered
Enrolled Date: 07/28/2026
Closed Date: Date Not Entered

Good

EDIT SERVICE LEVEL

10 entries per page

Service Level	Date	Remove
Enrolled	07/28/2026	Remove

Showing 1 to 1 of 1 entry

Level: Select
Date: Select
Recruited
Enrolled
Referred
Closed

Close

PY25 Closeout – Complete the Quarterly Report

- **Detailed Instructions:** [Quarterly Report](#)
- On the Reports tab, select **Program Year 25** from the dropdown, then click **Add Narrative Update**.
- On the **Add Quarterly Update** modal, select **Program Year 25** and **Quarter Apr 1 – Jun 30**.
- Complete **sections 1-6**, then click **Save**.
- **Reminder:** Section four has a link to submit a Success Story.

GRF PROGRAM REPORTING SYSTEM

Back to Customer List

Customer Information Capacity Building **Work Plan & Reports** Planned vs. Actual GRF Glossary

Work Plan **Reports**

Program Year PY 25: 07/01/25 - 06/30/26

Lwia LWIA 5

Grantee GRF - Training for LWIA 5

Add Narrative Update Reset Filters

ADD QUARTERLY UPDATE

Provide a narrative update regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories. All information from the narrative must be entered into the text boxes below.

Grantee:

Program Year * PY 25: 7/1/25 - 6/30/26

Quarter * Quarter Apr 1 - Jun 30

SECTION FOUR: ACCOMPLISHMENTS AND SUCCESS STORIES

Highlight any significant accomplishments and/or participant level "success stories." Participants should give express permission if providing a participant success story. In documenting success stories, include (1) background, problem, or issue prior to project involvement, (2) services provided by the project, and (3) results or outcomes of involvement in project including evidence of success.

[Submit Participant Success Story in the Illinois workNet Success Stories app.](#)

Kicking Off Program Year 2026

PY26 – Complete the Work Plan

- **Detailed Instructions:** [Complete the Work Plan](#)
- On the **Work Plan** tab, select **Program Year 26** from the dropdown, then click **Submit Project Plan**.
- On the **Work Plan** modal, complete the **4 sections** and click **Save**.

The screenshot shows the 'GRF PROGRAM REPORTING SYSTEM' interface. At the top, there's a navigation bar with 'Back to Customer List' and tabs for 'Customer Information', 'Capacity Building', 'Work Plan & Reports' (highlighted with a red box), 'Planned vs. Actual GRF', and 'Glossary'. Below the tabs, there's a sub-tab bar with 'Work Plan' (highlighted with a red box) and 'Reports'. The main form area contains three dropdown menus: 'Program Year' (set to 'PY 26: 07/01/26 - 06/30/27' and highlighted with a red box), 'Lwia' (set to 'LWIA 5'), and 'Grantee' (set to 'GRF - Training for LWIA 5'). At the bottom, there are two buttons: 'Submit Project Plan' (highlighted with a red box) and 'Reset Filters'.

The screenshot shows the 'GRF PROGRAM REPORTING SYSTEM' interface with the 'Work Plan' modal open. The navigation bar is the same as the previous screenshot. The sub-tab bar shows 'Work Plan' (highlighted with a red box) and 'Reports'. The modal title is 'QUARTERLY REPORTS: PROJECT PLAN'. Below the title, it says 'Grantee Name: GRF - Training for LWIA 5'. There's a 'Save' button (highlighted with a red box) at the top of the modal. The modal body contains four sections, each with a blue header bar and a white text area: 'Project Narrative', 'Project Timeline', 'Program Activities and Outcome Plan Numbers: Projects Serving Individuals', and 'Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes'. The entire modal content area is highlighted with a red box.

PY26 – Review the Dashboard Numbers

- On the **Individuals** tab of the **Planned vs Actual GRF** dashboard:
 - Filter by:
 - Timeframe:** Program Year and Quarter
 - Program Year:** PY26
 - Quarter:** All
 - Click **Filter**
- Click on the **numbers in the Actual column** for each row in the Service Levels section to verify they are showing the correct number and the correct customers.

PLANNED VS ACTUAL GRF

AssessmentPlanned vs. Actual GRFCEJAPlanned vs. Actual CEJA

[Back to Customer List](#)

Customer InformationCapacity BuildingWork Plan & ReportsPlanned vs. Actual GRF

IndividualsCapacity Building

Grantee *
GRF - Training for LWIA 5

Program Year *
PY 26: 07/01/26

Quarter *
All

LWIA Regions
LWIA 5

Timeframe *
Program Year and Quarter

Region
LWIA

Filter

Reset Filters

Export

Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
Service Levels			
Participants Carried Over	0	0	21
Participants Recruited	0	0	1
Participants Enrolled	0	0	3
Participants Referred	0	0	1
Participants Closed	0	0	0

PY26 - Bulk Customer Upload Process Review

- **Detailed Instructions:** [Bulk Upload Customer Process](#)
- On the **Customer Information** tab, click **Upload Customer Information**.
- Select **Profile** from Step 2.
- Scroll down to the **bottom of the file** to enter the new customers.

This can also be used for Service Level, Services, and Outcomes.

The screenshot displays the 'UPLOAD CUSTOMER INFORMATION' dialog box with the following steps:

- Step 1: Select Grant Information (GRF - Training for LWIA 5, 012726)
- Step 2: Select the type of information that you would like to upload (Profile selected)
- Step 3: Select the type of information that you would like to upload (Profile selected)
- Step 4: Service Level
- Step 5: Services
- Outcomes

Note: The system will review the data and identify errors. If there are errors, correct the data and re-upload the information.

The data table shows the following information:

Customer ID (System Generated)	First Name *	Last Name *	Date of Birth mm/dd/yyyy *
6207	Patrick	Ross	08/01/2000
6222	Aston	Torres	09/01/2000

A red arrow points from the 'Profile' selection in Step 2 to the empty row in the data table.

The file save dialog box shows the following information:

- File name: GRF_Participant_Profile_Data_Upload_Form
- Date: 2026-08-16T234651.668
- File type: Excel Workbook (*.xlsx)
- Location: Downloads
- Buttons: Save, Unsupported

When you save the file to your desktop, remove the date before you click Save.

Then click the **Upload File** button.

Recent System Updates

Updated - Outcomes

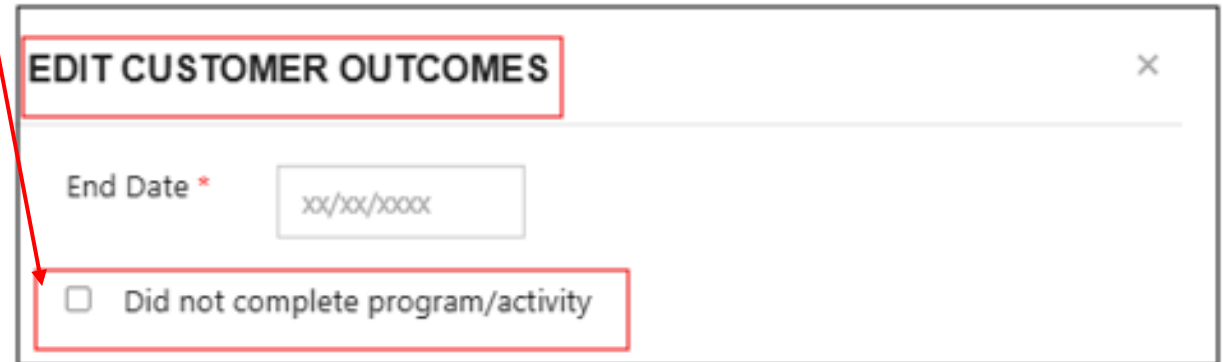
- On the **Customer Progress** tab, in the **Outcomes** section, a checkbox was added to the **View/Edit Outcome** modal.
- The outcome of ***Did not complete program/activity*** was added.



View/Edit

Outcomes:
Outcomes Not Entered

Attention



EDIT CUSTOMER OUTCOMES

End Date *

☐ Did not complete program/activity

Updated - Incumbent Worker section

- The **Incumbent Worker** section labels have been updated on both the **Work Plan** and the **Dashboard**.

Employer Outcomes	
Job Placement *	0
Reduced Training Costs *	0
Productivity Increase *	0
Incumbent Worker Training (IWT) *	0
(IWT) Outcome - Received Training *	0
(IWT) Outcome - Completed Training *	0
(IWT) Outcome - Earned a Credential *	0
(IWT) Outcome - Certificate of Completion *	0
(IWT) Outcome - Industry Recognized Credential *	0
(IWT) Outcome - Retained *	0
(IWT) Outcome - Wage Increase *	0
(IWT) Outcome - Promotion *	0
Employer Satisfaction *	0
Business Indicators *	0

Employer Outcomes
Job Placement
Reduced Training Costs
Productivity Increase
Incumbent Worker Training (IWT)
(IWT) Outcome - Received Training
(IWT) Outcome - Completed Training
(IWT) Outcome - Earned a Credential
(IWT) Outcome - Certificate of Completion
(IWT) Outcome - Industry Recognized Credential
(IWT) Outcome - Retained
(IWT) Outcome - Wage Increase
(IWT) Outcome - Promotion
Employer Satisfaction
Business Indicators

Updated – Row Removed

- Removed *the Number of employees participated in workforce grant programs to become more competitive in their industry and support job retention* row from the following areas:
 - Dashboard
 - Work Plan
 - Project modal
 - Capacity Building section at the bottom of an organization

Activities and Outcomes	
Expanded Business Engaged/Outreach Events	!
Expansion of employer and sponsor support for pre-apprenticeship/apprenticeship	!
New or Expanded Partnerships (CBO, Employers, Education, Government)	!
Community Outreach Events(Career Events, Listening Sessions)	!
Equipment: Community Engagement (kiosks, VR headsets, laptops, subscriptions)	!
Expanded Individuals Engaged/Outreach Activities	!
Targeted Industry Sectors Supported	!
Training & Education: Staff Professional Development	!
Other (Please Define)	!
Number of positions filled by program participants to fill critical vacancies	!
Total cost savings per employer from grant-funded training	!
Percentage of leveraged funds to increase skill development	!
Number of employees participated in workforce grant programs to become more competitive in their industry and support job retention	!

Updated – Row name

- Updated the row name from *Number of additional participants served through expanded partnerships* to ***Number of individuals served through expanded partnerships***.
- This was updated on the:
 - Work Plan
 - Dashboard
 - Add Project modal on an Organization.
 - Capacity Building & Outcomes section at the bottom of an organization.

CAPACITY BUILDING & OUTCOMES

- ☐ Expanded Business Engaged/Outreach Events
 - ☐ Expansion of employer and sponsor support for pre-apprenticeship/apprenticeship
 - ☐ New or expanded partnerships (CBO, Employers, Education, Government)
- ☐ Targeted industry sectors supported
 - ☐ Equipment: Community engagement (kiosks, VR headsets, laptops, subscriptions)
- ☐ Training & Education: Staff Professional Development
- ☐ Other
 - ☐ Number of positions filled by program participants to fill critical vacancies
- ☐ Total cost savings per employer from grant-funded training
- ☐ Percentage of leveraged funds to increase skill development
- ☐ Number of individuals served through expanded partnerships
- ☐ Estimated Return on Investment (ROI) for the state in terms of economic impact
- ☐ Employer satisfaction rate with program participants ⓘ

CloseSave

Updated - Upload Feature

- **Detailed Instructions:** [Document Upload Process](#)
- Click **Uploads** on the **Progress** tab. This will take you to the **Uploads tab** at the top.
- Click **Upload File**.
- Category defaults to General
- Select the section of the customer's profile the upload is tied to.
- Choose the **file**.
- Add a **description**.
- Click **Upload**

GRF PROGRAM REPORTING SYSTEM - PROGRESS

Back to Customer List

Progress Case Notes Uploads

PROFILE: Sandy Sloan

View/Edit

Profile: Sandy Sloan

Email: Sandy.Sloan@noemail.com

DOB: 07/22/2006

Service Level: Referred

Reset Password

Uploads

Profile: Sandy Sloan

Grantee: GRF - Training for LWIA 5

Grant Number: 012726

Program Year: PY 26: 07/01/26 - 06/30/27

Age: Enrolled service level not entered

Education at Intake: High school diploma

Gender: Female

GRF PROGRAM REPORTING SYSTEM - UPLOADS

Back to Customer List

Progress Case Notes Uploads

UPLOADED DOCUMENTS

Profile: Sandy Sloan

Upload File

10 entries per page

Search:

File name	Description	Category	Tied To	Uploaded By	Upload Date	Remove Upload
Copy of Application.docx	Application Document	General	Profile	Markle345	8/1/2026	Remove

Showing 1 to 1 of 1 entry

UPLOAD FILE

Please upload only .pdf, .docx, .doc, .jpeg, .png and .xlsx files under 10 MB. Do not upload any files that contain the customer's full social security number.

Category: General

Tied To:

- ☐ Tied to Profile
- ☐ Tied to Service Level
- ☐ Tied to Services
- ☐ Tied to Outcomes

File: Choose File No file chosen

Description:

Close Upload

NEXT STEPS

- **Reminders:**
 - Complete the Quarterly Narrative Report
 - Submit a Success Story
 - Complete the PY26 Work Plan
- If you have additional staff who need access to GRF, please submit a [Help Request](#).

Notes:

- Entering customers into the GRF system in real time and promptly updating their information is essential for maintaining accurate and reliable data.
- Accurate and up-to-date customer information also improves the quality of reporting. When data is entered consistently and in a timely manner, reports provide a more accurate representation of customer activity, program participation, and outcomes. This allows staff and leadership to make informed decisions, identify trends, monitor performance, and meet reporting requirements with greater confidence.
- Making real-time data entry and timely updates a routine practice helps maintain data integrity and ensures that the information used for reporting and decision-making is complete, current, and dependable.

