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Purpose

In addition to submitting the Quarterly Narrative Report, partners need to submit the Periodic Program Report (PPR) and the Periodic Fiscal Report. The Performance Measures can be found [here](#).

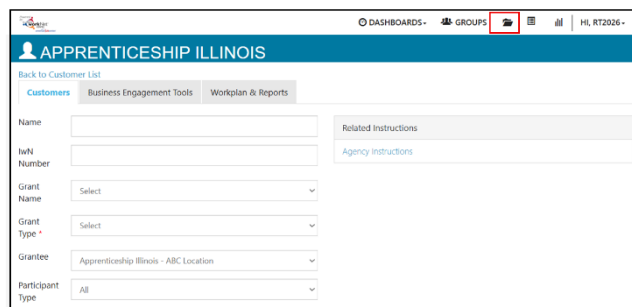
Periodic Performance Report (PPR - standard form)

Grantees must complete and **upload** the State of Illinois **Periodic Performance Report** (quarterly narrative report) in Illinois workNet.

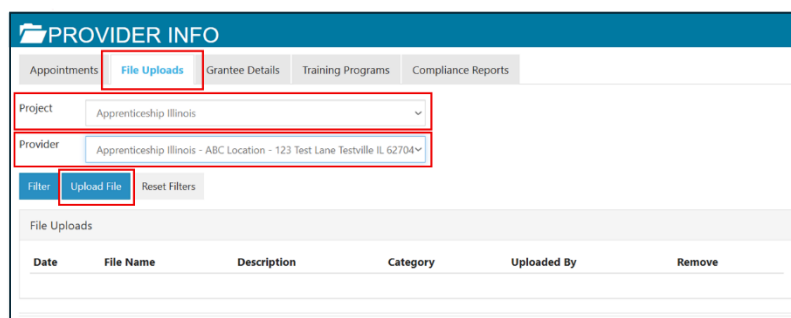
Please save and upload the report as PPR (beginning date) to (ending date).

Example: PPR – Jan 1 2026 to March 1 2026

1. Select the **Provider Information (folder icon)** from the top menu.



2. Select the **File Uploads** tab.
3. Select **Project**: Apprenticeship Illinois
4. Select **Provider Name**
5. Click **Upload File**





6. On the Upload File modal:

- Select the **Category**: Performance Report
- Choose the **file** to be uploaded
- Provide a **short description**
 - *Best practice is to include a description so readers can understand what the document is about without needing to open it.*
- Click **Upload**

Periodic Fiscal Report (PFR - standard form with supporting documentation)

Grantees must complete and **upload** the State of Illinois Periodic Fiscal Report (Fiscal Quarterly Report). Supporting documentation (Trial Balance) must also be submitted to support the costs reported.

Please save and upload the report as PPR (beginning date) to (ending date).

Example: PFR – Jan 1 2026 to March 1 2026

1. Select the **Provider Information (folder icon)** from the top menu.

2. Select the **File Uploads** tab.

3. Select **Project**: Apprenticeship Illinois

4. Select **Provider Name**

5. Click **Upload File**

Date	File Name	Description	Category	Uploaded By	Remove



6. On the Upload File modal:

- Select the **Category**: Fiscal Report
- Choose the **file** to be uploaded
- Provide a **short description**
 - *Best practice is to include a description so readers can understand what the document is about without needing to open it.*
- Click **Upload**

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