



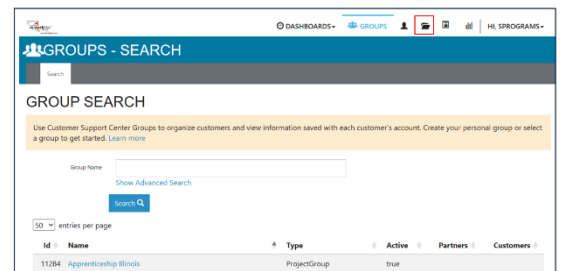
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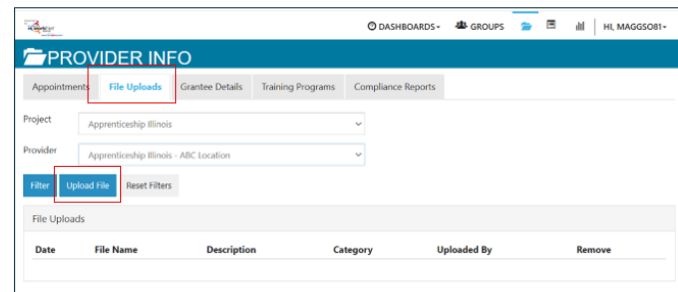
## Periodic Program Report (PPR - standard form)

In addition to submitting the Quarterly Narrative Report, partners need to submit the PPR report. Grantees must complete and upload the State of Illinois Periodic Program Report (quarterly narrative report) in Illinois workNet. Please save the report as [enter naming convention].

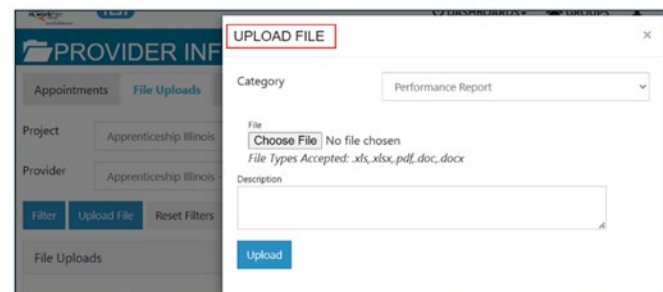
1. From the Group search page, select **Provider Information**. (folder icon)



2. Select the **File Uploads** tab
  - Select **Project**: Apprenticeship Illinois
  - Filter **Provider**
  - Click **Upload File**



3. On the Upload File modal:
  - Select Category – **Performance Report**
  - **Choose the file** to be uploaded
  - **Provide a short description** – Best practice is to provide a description to enable someone to know what the document is without having to open it.
  - Click **Upload**





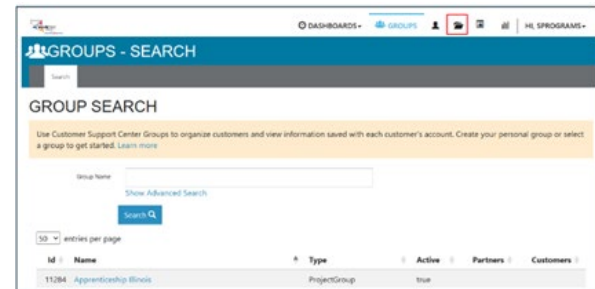
## Periodic Fiscal Report (PFR - standard form with supporting documentation)

In addition to submitting the Quarterly Narrative Report, partners need to submit the PPR report.

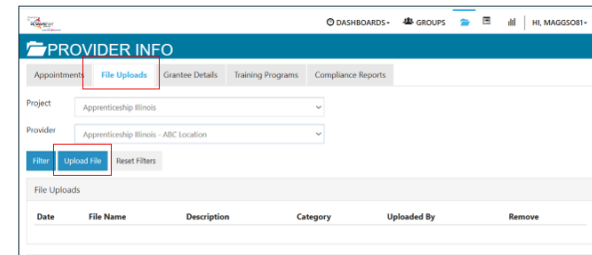
Grantees must complete and upload the State of Illinois Periodic Fiscal Report (Fiscal Quarterly Report).

Supporting documentation (Trial Balance) must also be submitted to support the costs reported. Please save the report as [enter naming convention].

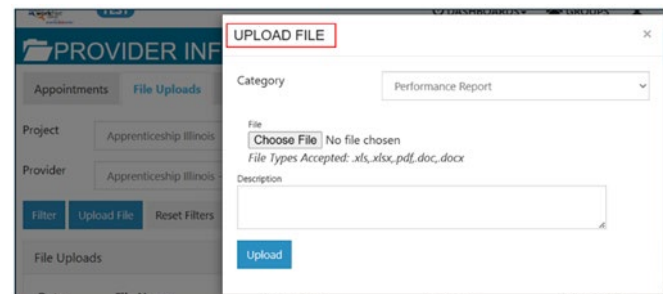
1. From the Group search page, select **Provider Information**. (folder icon)



2. Select the **File Uploads** tab
  - Select **Project**: Apprenticeship Illinois
  - Select **Provider**
  - Click **Upload File**



3. On the Upload File modal:
  - Select Category- **Fiscal Report**
  - **Choose the file** to be uploaded
  - **Provide a short description** – Best practice is to provide a description to enable someone to know what the document is without having to open it.
  - Click **Upload**





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