



Performance-based Payment Appeal Form

Date:

Organization Name:

As stated in Section 11 of the Illinois Works Grantee Manual, grantees have the right to appeal to ILW if a grantee believes that they missed their outcome metrics due to variables outside of their control.

Complete this form by filling in the participant’s information below and the reason for the appeal. This form can be submitted for up to three (3) participants. If you’re seeking to appeal more than three participants, please contact your grant manager.

Once complete, please submit this form and any third-party verification to your assigned grant manager via email. After receiving this form and verification documents, your grant manager and the Deputy Director will review the appeal and provide an official appeal decision to your organization along with the next monthly compliance review.

Please note that evidence of a primary transition must be documentation of a completed transition meaning enrollment documentation that the participant has been enrolled in a DOL RAP. Applications to a DOL RAP or employer with the goal of sponsorship will not be accepted as verification of a primary transition – final verification.

Participant(s) Information:

Name	Assigned Cohort	Attendance Start & End Date
Reason for appeal:		
Outcome Appealed: <input type="checkbox"/> Enrollment <input type="checkbox"/> Completion <input type="checkbox"/> Primary Transition <input type="checkbox"/> Secondary Transition		

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Reason for appeal:		
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Is there additional information you want the Office of Illinois Works to consider as we review this appeal? If so, please provide that below.

Program Administrator Signature

----- **For Office of Illinois Works Use Only** -----

Appeal Status: **Approved** **Not Approved**

Date of Appeal Decision: _____

IWRS Status: **Complete on Appeal** **Complete with Transition on Appeal**
 Incomplete with Transition on Appeal **Completion & Transition on Appeal**

Date of IWRS Status Update: _____

Status Updated by: _____

Verified Outcome Metric(s) Approved:

- Enrollment** **Completion** **Primary Transition – Preliminary**
- Primary Transition – Final** **Secondary Transition**

Office of Illinois Works Notes