



2025 ILWPP Closeout Process

Office of Illinois Works Pre-Apprenticeship Program Tuesday, December 16, 2025.

Meeting Starts In:

5:00





2025 ILWPP Closeout Process

Office of Illinois Works Pre-Apprenticeship Program Tuesday, December 16, 2025.



Agenda

- ➤ Closeout Process and Timeline
- Closeout Preparations
- Closeout Checklist
- Closeout Funds







Section 1: Closeout Process





Closeout Process

Illinois Works completes an annual Closeout process to ensure that all data in the Illinois Works Reporting System (IWRS) is accurate and up to date for all participants. Closeout is directly related to the 10% of Closeout funds that are included in each grantee's award calculation.

The Closeout process has two goals:

- Verify data quality and completeness in IWRS
- Award Closeout funds based on data requirements







Closeout Timeline

- December 31, 2025 Clear all flags on monthly Compliance Verification Worksheets (*Conditional)
- January 9, 2026 Final Monthly Compliance pull
- January 21, 2026 January Compliance Reports issued
- February 2026

Grant managers check all IWRS participant data to verify quality and completeness and request data updates from grantees

March 2026

Closeout reports, including 2025 Final Compliance Report, issued and Closeout Reimbursement Maximum provided to Financial Grant Managers

April 2026 – 2025 Annual Reports published





Questions?



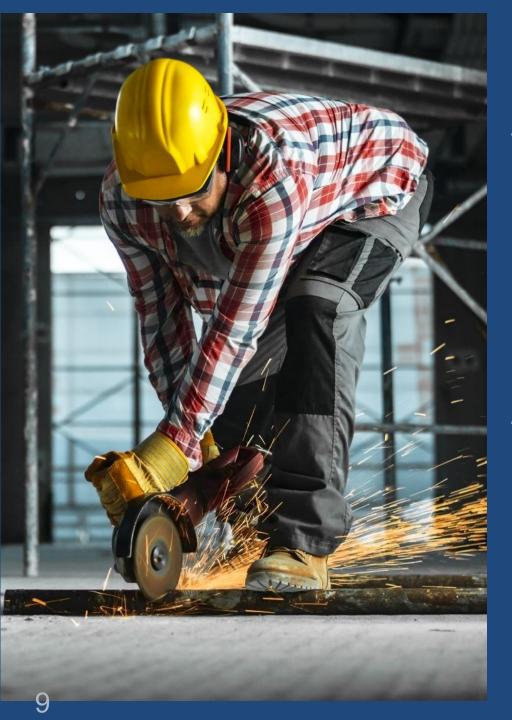






Section 2: Closeout Preparation





IWRS Statuses

Applicants

 In general, there should not be participants in Applicant status at the end of the program year. If they applied to your program and they were denied due to an eligibility issue, then move them to the proper Not Enrolled status. If they applied to your program and were accepted, then they should have been Enrolled.

Enrolled

 Once your last Cohort has ended per your Work Plan, IWRS should not have any participants in Enrolled status. If all requirements have been met, they should be moved to a Complete status. If not, they should be moved to Incomplete.

IWRS Statuses Continued

Not Enrolled*

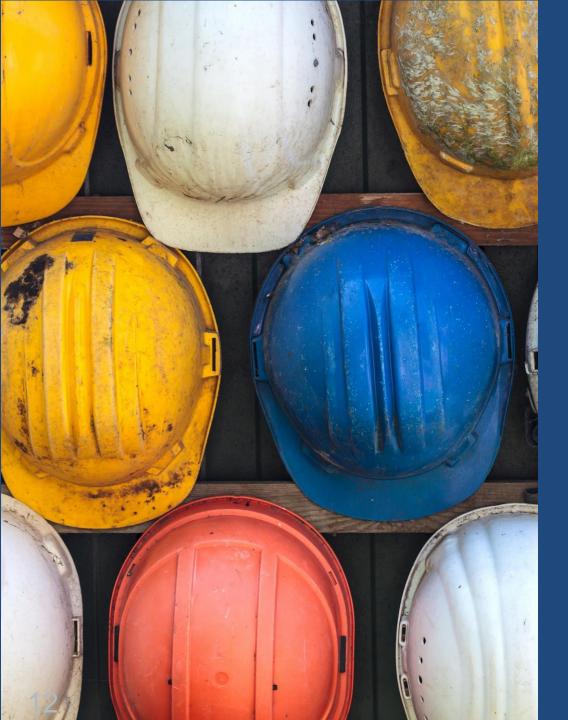
- Take care to select the proper "Not Enrolled" there are three and their definitions are provided in the Grantee Manual.
- A case note must be entered providing the details surrounding the change including the
 reason for the change, what guidance was given to the individual, and when their
 "enrollment" was removed. (For example, was it discovered that the individual did not
 graduate from high school before the cohort started or after the individual had already
 attended 8 weeks of instruction?)
- Administrative Withdrawals*
 - This is explained in the Grantee Manual, but it is worth repeating this status can only be applied to an individual that qualified for the program, was invited to join the program, but the individual declined/failed to show up for any of the program.

^{*} No ILWPP grant funds can be reimbursed for individuals that are Not Enrolled or Administrative Withdrawals. Grant funds can only be spent/reimbursed on individuals that ILW Verified Enrollment for during Monthly Compliance.

IWRS Statuses Continued

- Complete
 - Participants in this status have successfully completed instruction but have not been provided with Transition Services.
- Complete & In Transition
 - Participants in this status have successfully completed instruction and have been provided Transition Services.
- Post Program Active Tracking
 - This is only for participants that have successfully completed instruction!
 - Grantees are required to follow-up with participants every 90 days for 1 year after graduation.
 - This is done through the Active Tracking questionnaire in IWRS.
 - Completion of an Active Tracking questionnaire will trigger the change to the Post Program Active Tracking.

^{*} All graduates of ILWPP are expected to have a Transition document uploaded to IWRS. This is not reflected in these status; however, it will be checked during Closeout.



Incomplete Status – Training Services

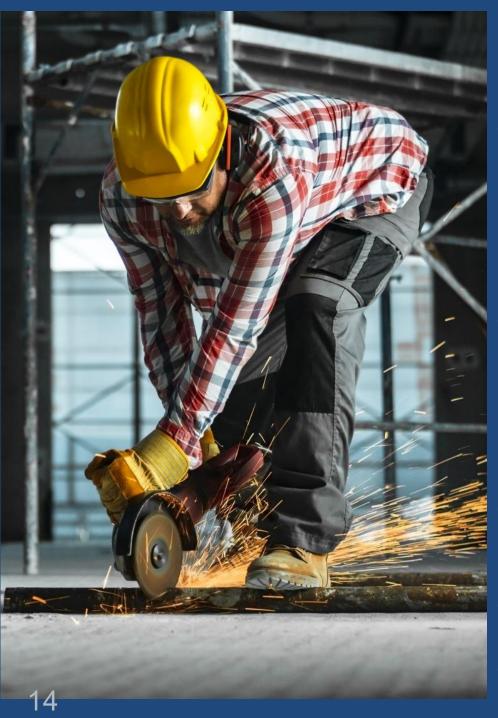
- Incomplete participants.
 - Training hours must be entered
 - Successful Completion
 - Unsuccessful Completion
 - Planned/Not Started
 - Training Services goal must be "Off Track/Incomplete"
 - Any certificates that were earned must be uploaded to IWRS and the credential placed in the proper training module.

Incomplete Status – Other Services

- Wrap-Around, Student Support, or Transition services must be placed in a final status.
 - Evaluated/Not Required case note required.
 - Unsuccessful Completion case note required.
- Wrap-Around, Student Support, or Transition Goals must be changed to "Off Track/Incomplete"

Stipends

- Must be paid to Incomplete participants.
- Stipends must be entered in the Dollar Value of Service of the Program Stipend service.
- If all stipends due were paid
 - "Successful Completion" for the service.
 - "Complete" for the Goal.
- If all stipends due were not paid
 - "Unsuccessful Completion for the service. Enter a detailed case note explaining what is owed and why.
 - "Off Track/Incomplete" for the Goal.



Closeout Criteria

- Monthly Compliance
 - Enrollment Verification
 - Completion Verification
 - Resumes
 - Transition Verification
- Eligibility Documentation
 - Grantees were required to verify participant eligibility.
 That documentation must now be uploaded to IWRS.
 - Government issued IDs with name, address, and birthdate
- Participant Satisfaction Survey Exit Interview Questionnaire
- Attendance Rosters
- Active Tracking Questionnaire



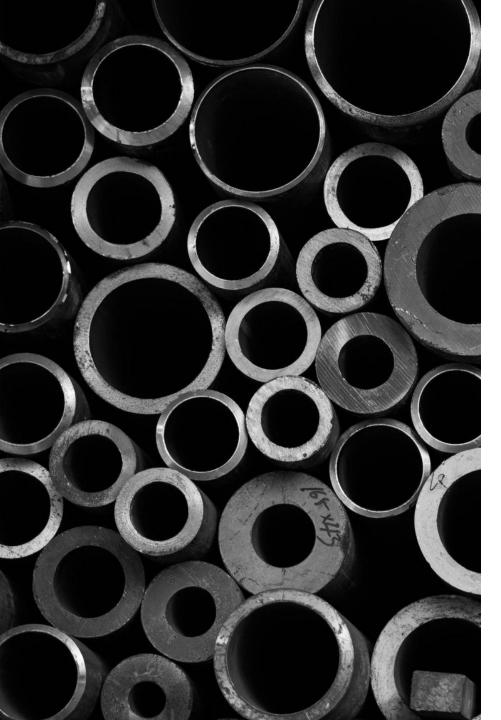
Successful Graduates

• Prepare to provide two successful graduate profiles at closeout.



Section 3: Closeout Checklist





Closeout Checklist

Each grantee will be provided with a **Closeout Checklist** for use in verifying data in Illinois Works

Reporting System (IWRS).

Depending on a participant's status different items are expected to be in IWRS.

For example, a participant who is Enrolled would be expected to have all intake data and some data related to training. However, a participant who is Complete and In Transition is expected to have all intake and training data, and documentation showing a transition.







Illinois Works Pre-apprenticeship Program Grant Closeout Checklist

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<u>Grantees must verify that all the following items are completed in IWRS for all participants.</u>

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Closeout Checklist

The checklist is divided into the three sections that correspond with the tabs on each participant's IWRS profile.

- 1. Intake Tab
- 2. Training/Services Tab
- 3. Program Completion/Follow-Up Tab







Illinois Works Pre-apprenticeship Program Grant Close Out Checklist

Illinois Works Pre-apprenticeship	
Organization name	Form completed by:
Date completed	www.for all participants. All checklists

<u>Grantees must verify that all the following items are completed in IWRS for all participants.</u> All checklists must be submitted by end-of-day Friday, December 8, 2023 via email to their assigned grant manager.

The number of profiles required for each task depends on the status of each participant in IWRS. Use the Legend on the next page to determine whether the task should be reported for a given participant.

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Legend for ILWPP Grant Close Out Checklist

Legend for ILVVIII	Tasks Required		
IWRS Status	1		
Not Enrolled	1 - 4		
Administrative Withdrawal	1-8		
Enrolled	1 – 8 and 10 - 19		
Incomplete	1 – 19		
Complete	1 - 21		
Complete & In Transition	1 - 21		
Post Program Active Tracking			

Program Completion/Follow-Up 19. Appropriate program completion status has been added 20. Transition documentation uploaded for all participants listed as Complete & In Transition or Post-Program Active Tracking 21. At least one active tracking follow-up questionnaire is documented for each participant who completed the program on or

Closeout Checklist

The Closeout Checklist legend describes what tasks need to be completed for each participant based on their status.

Example:

Administrative Withdrawals are only expected to have tasks completed relating to the application and interview.







Illinois Works Pre-apprenticeship Program Grant Closeout Checklist

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Closeout Checklist Tips

It is important to keep in mind, that ILWPP Grant Managers will be verifying all this data as part of the Closeout process.

As a result, it is possible they will reach out during their verification process requesting data updates or seeking missing information.

The more accurate your IWRS data is by the end of December, the less back and forth will be required and the more likely it is that Closeout funds will be awarded on time.





Questions?









Section 4: Close Out Funds





Closeout Funds

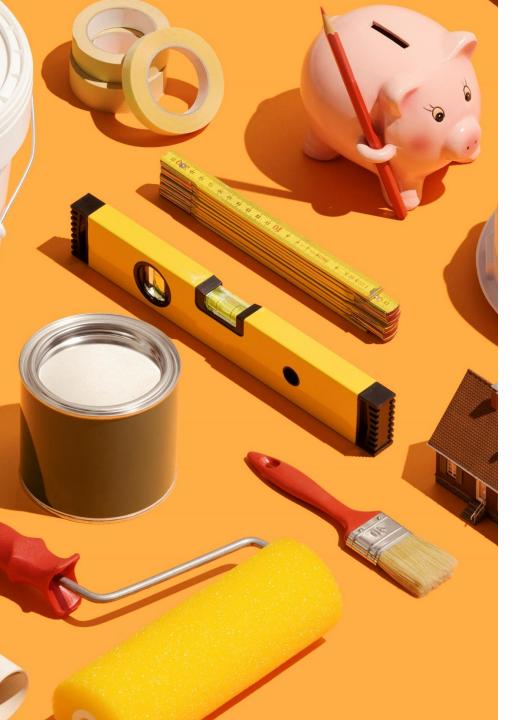
Each grantee is provided with a set rate of closeout funds as part of the grant award calculation.

For most grantees this will be 10% of their overall grant award, unless a capital advance was approved for the grantee.

Though this rate is part of the award calculation, it is possible that some or all of the 10% will not be awarded if data is not accurate or if the grantee fails to update the data.







Closeout Funds

Once the Closeout process has been completed, the amount of approved Closeout funds will become a part of the grantee's Reimbursement Maximum—if the closeout threshold of 90% was met.

Grantees must still follow the established reimbursement process for these funds, meaning that expenses must be submitted for these funds to be approved by the ILW Financial Grants Managers and disbursed by the Office of the Comptroller.





Questions?





