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Illinois Works Provider Network

2026 Grantee Manual Updates

Norman Ruano, Deputy Director of Illinois Works

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Pre-Apprenticeship Program

ILW Pre-Apprenticeship Team

- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Monica Pruitt, Programmatic Grant Manager
- Mr. Edwin Sanchez, Programmatic Grant Manager
- Ms. Shar Fulce, Programmatic Grant Manager
- Mr. Dan Martinez, Financial Grant Manager
- Mr. Robyn Hovey, Financial Grant Manager
- Dr. Jeff Doolittle, Instructional Designer and Performance Coach
- Dr. Carleta Alston, Instructional Designer and Performance Coach
- Ms. Olivia Meisenback, Instructional Designer and Performance Coach
- Dr. Gia Suggs, Professional Development Lead, Instructional Designer, and Professional Coach

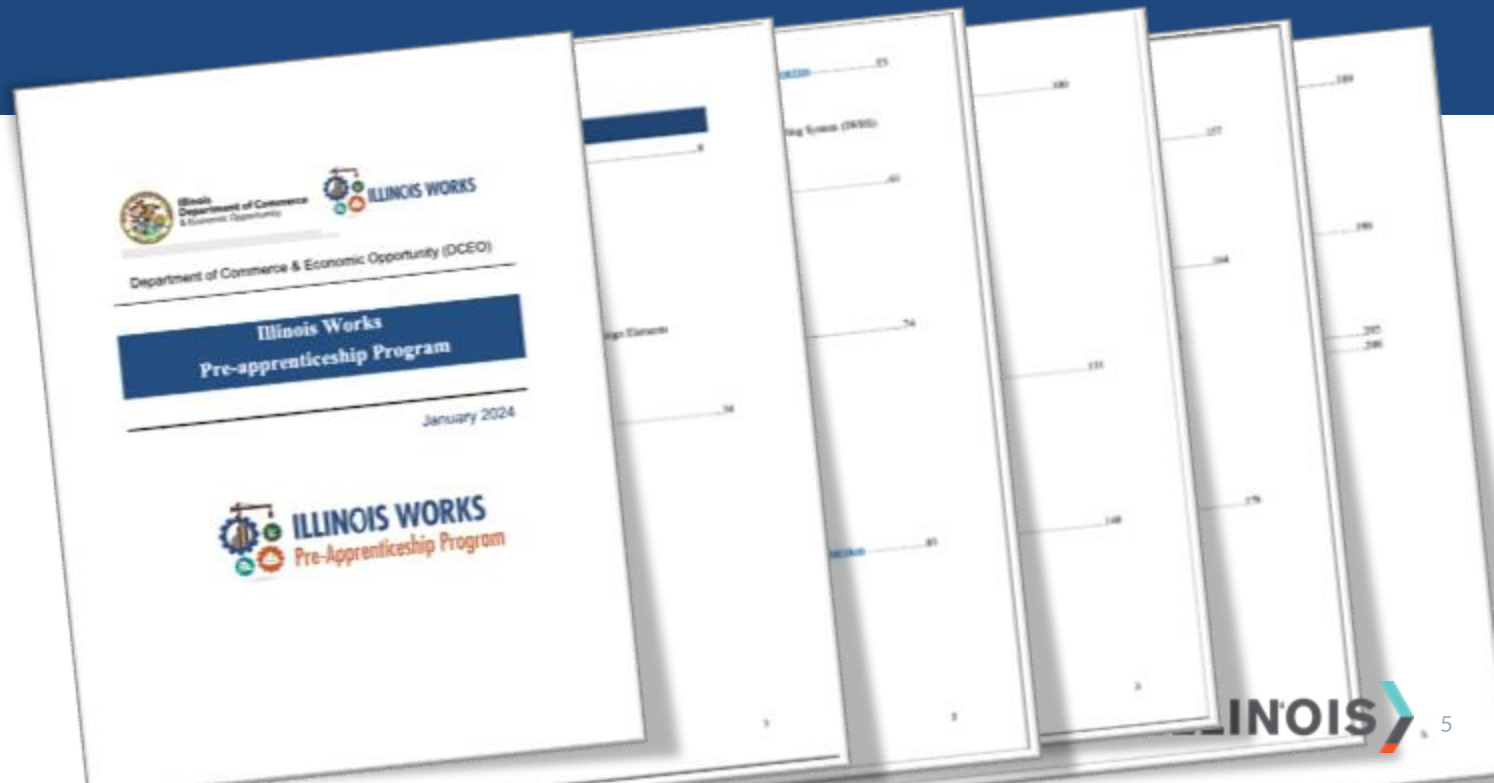
Course Description

The Illinois Works Grantee Manual provides grantees with guidance on how to successfully implement their Illinois Works Pre-apprenticeship Program in compliance with Illinois Works and the Illinois Works Job Program Act.

The original Grantee Manual was released early 2022. The 2025 Grantee Manual has been enhanced with additional program guidance, the application of new or updated data management systems, and additional tools including exhibits and templates.

This webinar is designed specifically for 2024 grantees who were offered and will receive Illinois Works Pre-apprenticeship renewal grants for the 2025 program year which started on January 1, 2025.

Course Overview



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Course Objectives

By the end of this training, learners will be able to:

- Apply additional guidance provided in the 2026 Grantee Manual.
- Utilize the additional tools; including exhibits and templates, provided in the 2026 Grantee Manual.

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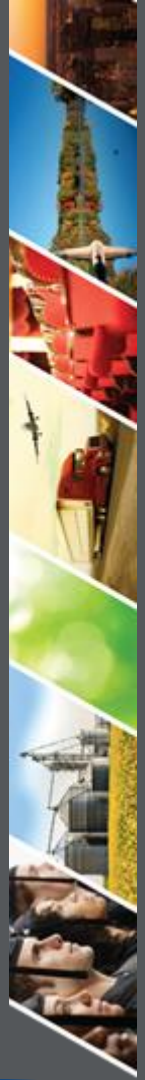

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Section 2: Welcome and Introduction

By the end of this section, you will be able to:

- Introduce yourself to the session participants
- Identify your level of comfort with the Grantee Manual.

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Comments, feedback, or questions?

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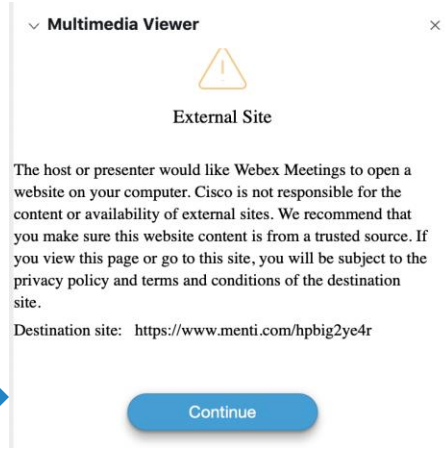

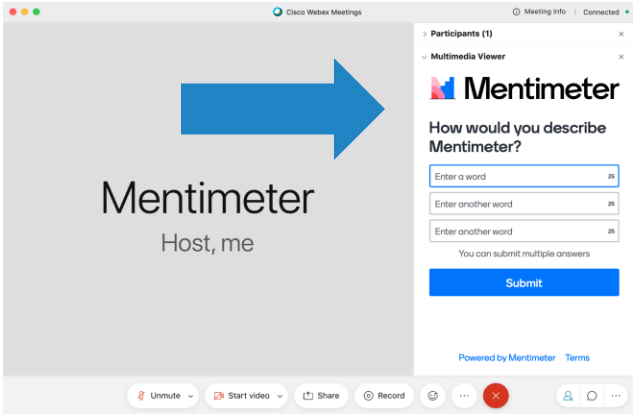

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- Your Name
- Organization/Agency
- Role
- Geographic Location

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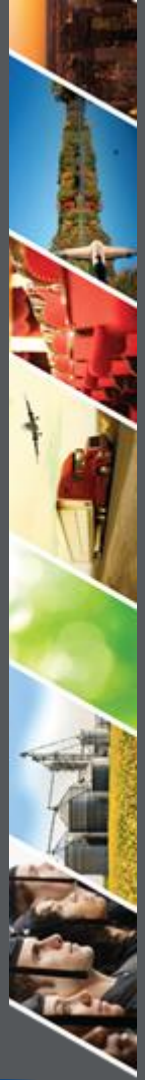
Question:

"What aspect(s) of the program are you looking forward to for the 2026 program year?"



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Section 3: Section Updates

By the end of this section, you will be able to:

- Identify specific updates to each section of the Grantee Manual.
- Apply new guidance.
- Utilize new or updated tools.

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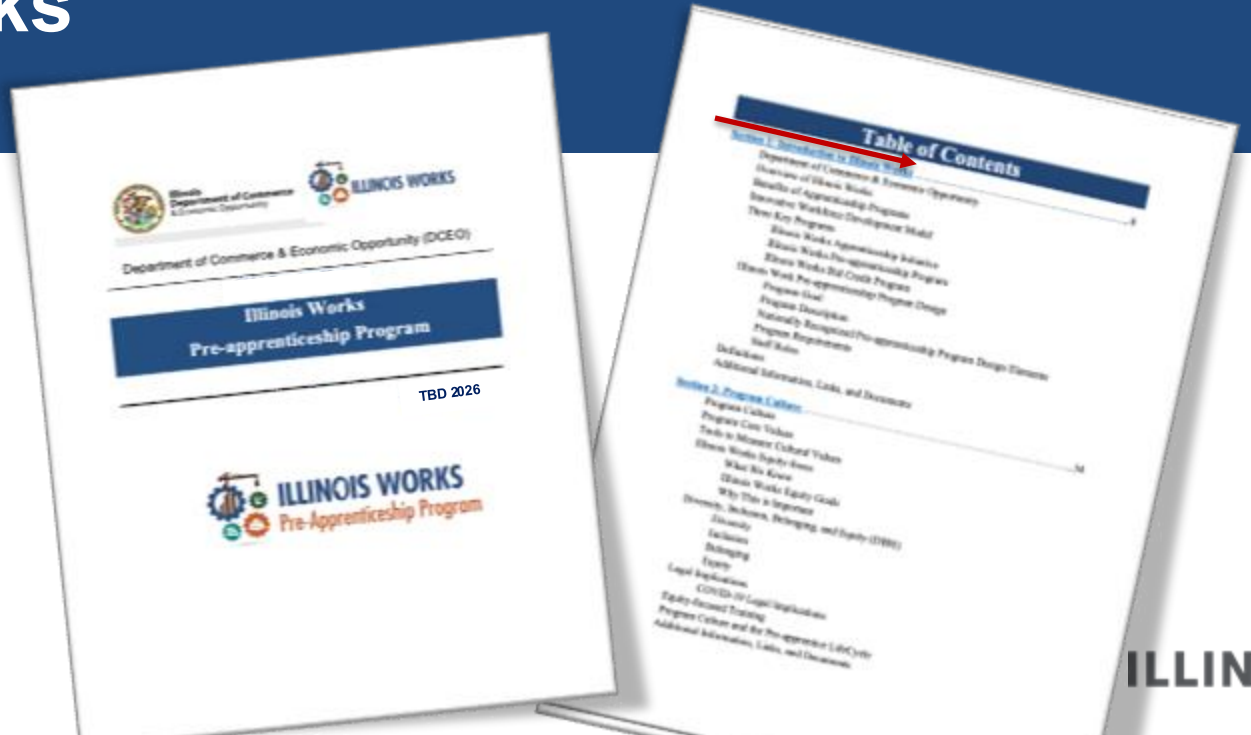
2026 Grantee Manual Section 1: Introduction to Illinois Works



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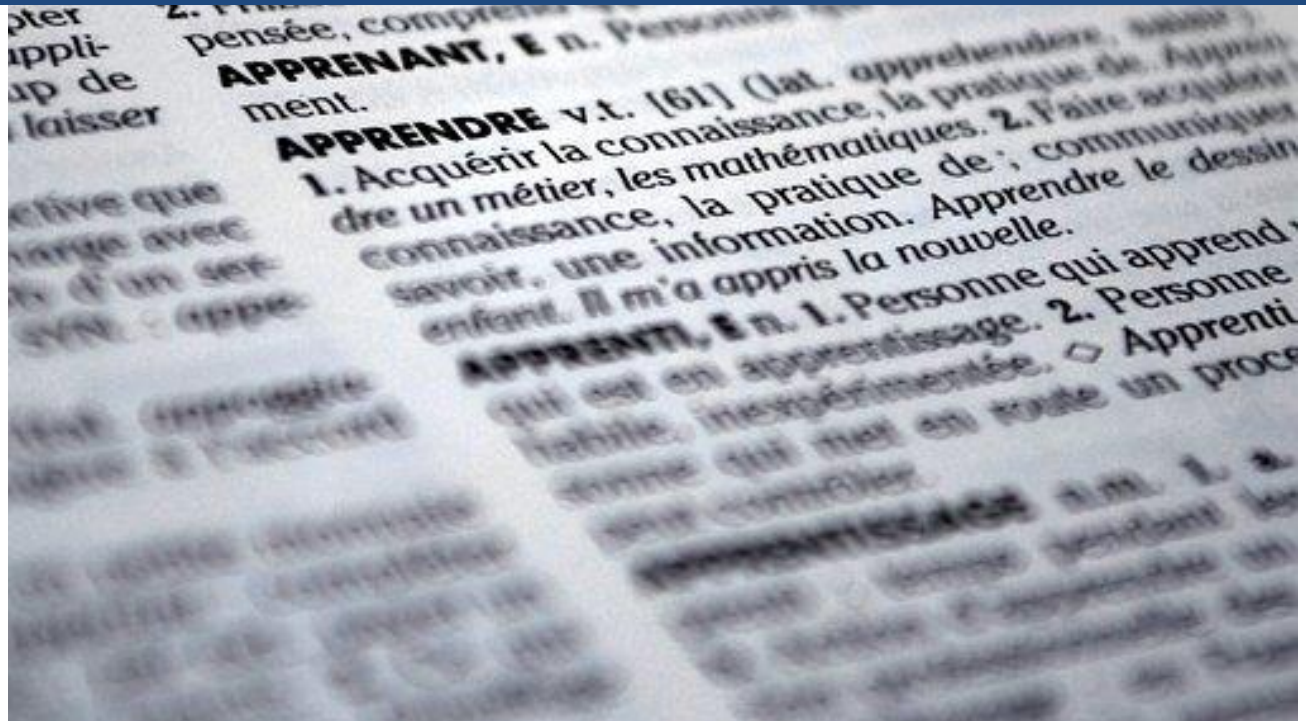
Definitions



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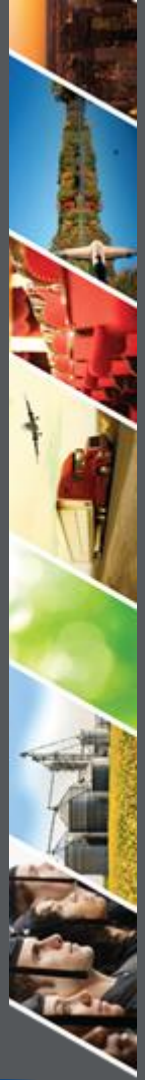

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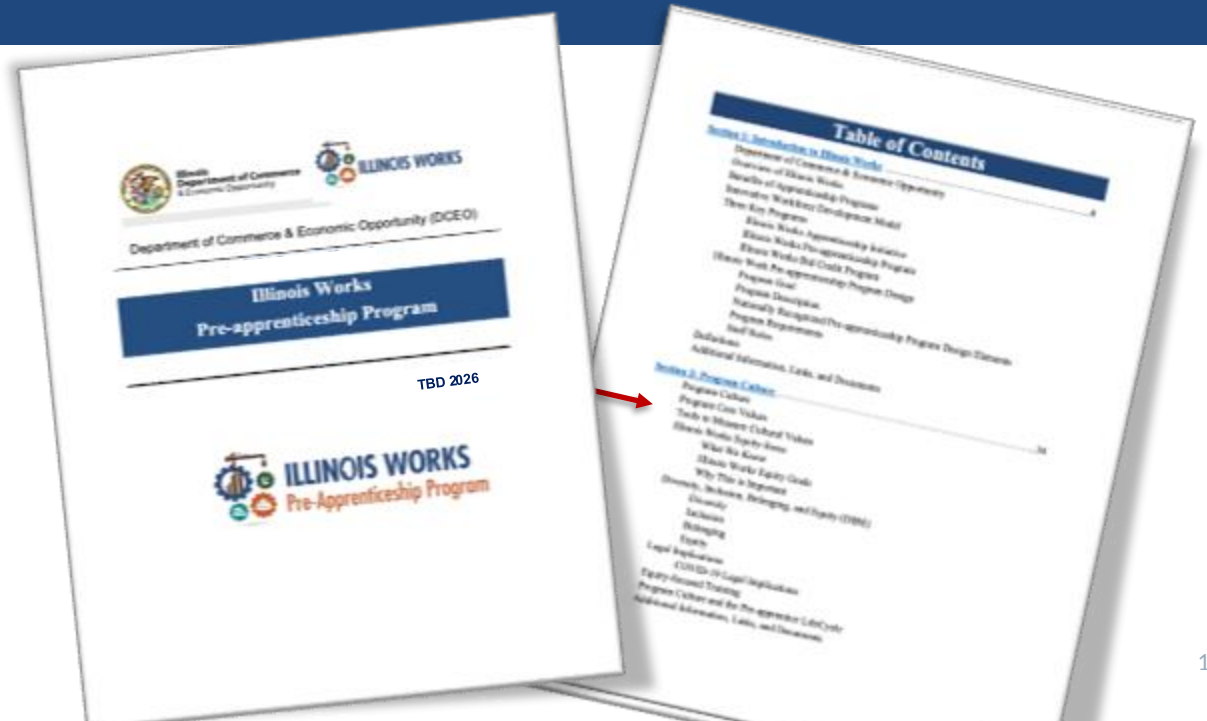
2026 Grantee Manual Section 2 : Program Culture

No Changes Made



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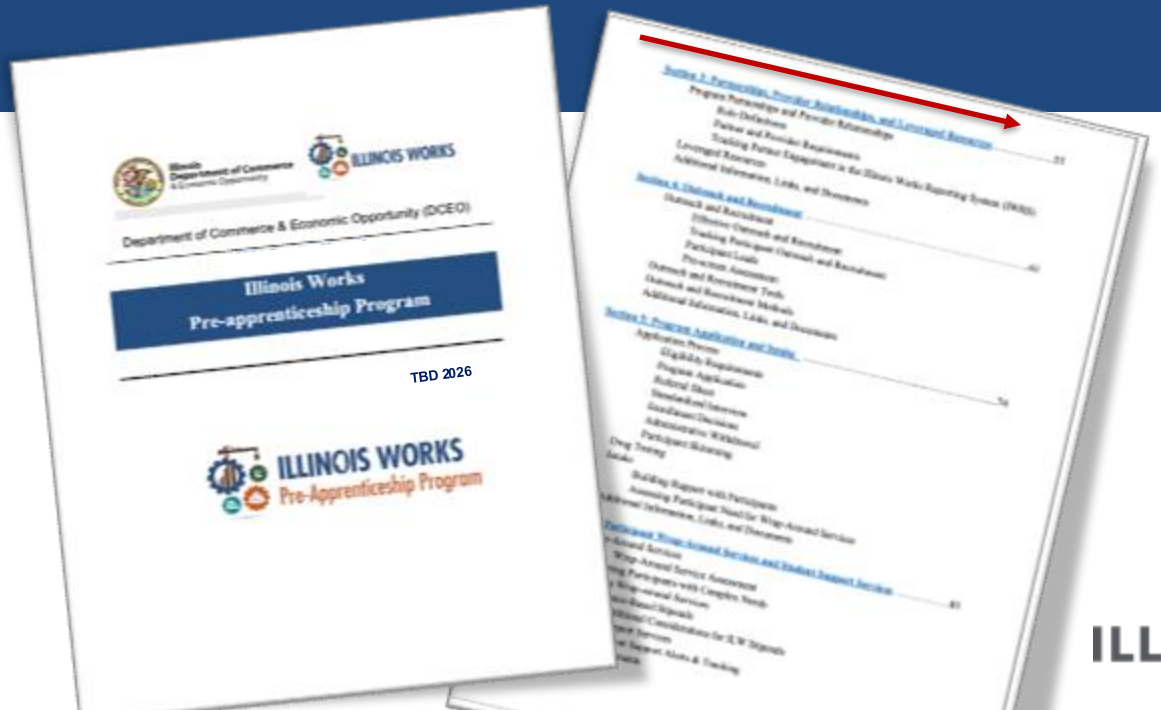
2026 Grantee Manual Section 3: Staff Roles, Partner and Provider Relationships, and Leveraged Resources



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Staff Roles

- Program Administrator (Oversight & Compliance)
- Program Manager (Day-to-Day Operations)

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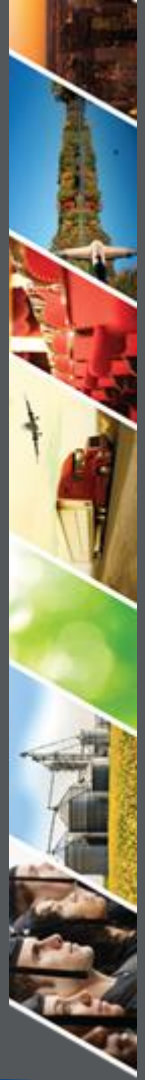

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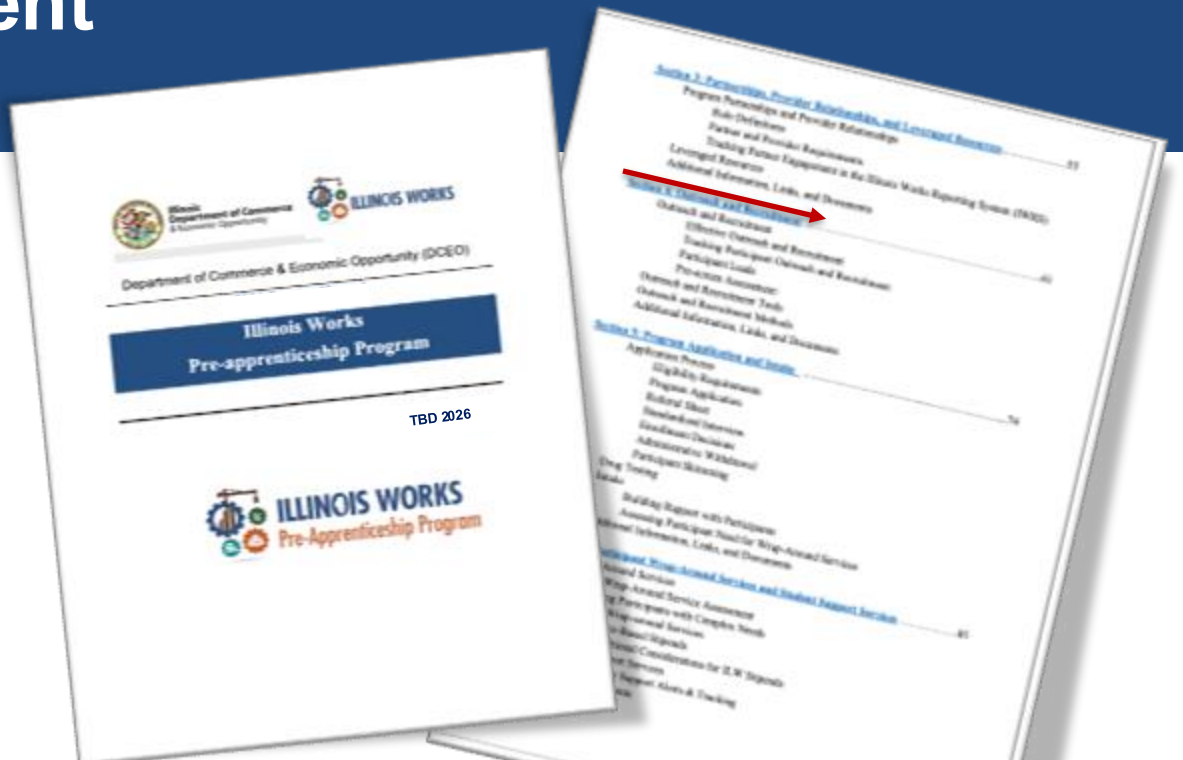
2026 Grantee Manual Section 4: Outreach and Recruitment



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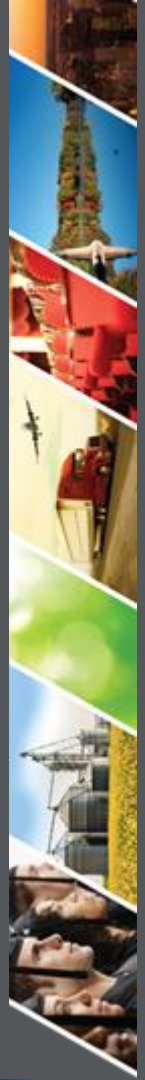
IWRS Pre-screen Assessment

Pre-screen Assessment Questions

1. Do you have an interest in making a career in the construction industry?
2. Do you have the ability to attend the program?
3. Do you have a high school diploma or GED/HiSET?
4. Are you at least 18 years of age?
5. Are you an Illinois resident?
6. **Have previously participated in a DOL construction or building trade?**
7. How did you hear about this program?



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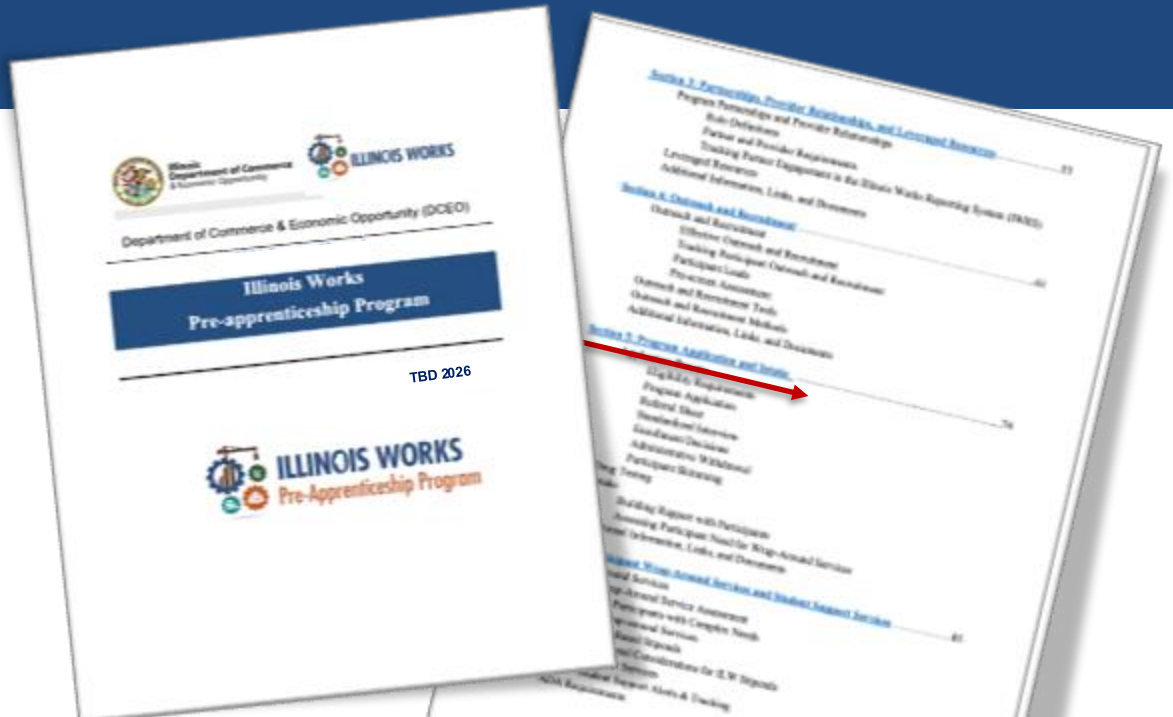
2026 Grantee Manual Section 5: Program Application and Intake



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Veterans Eligibility Documentation – High School Completion

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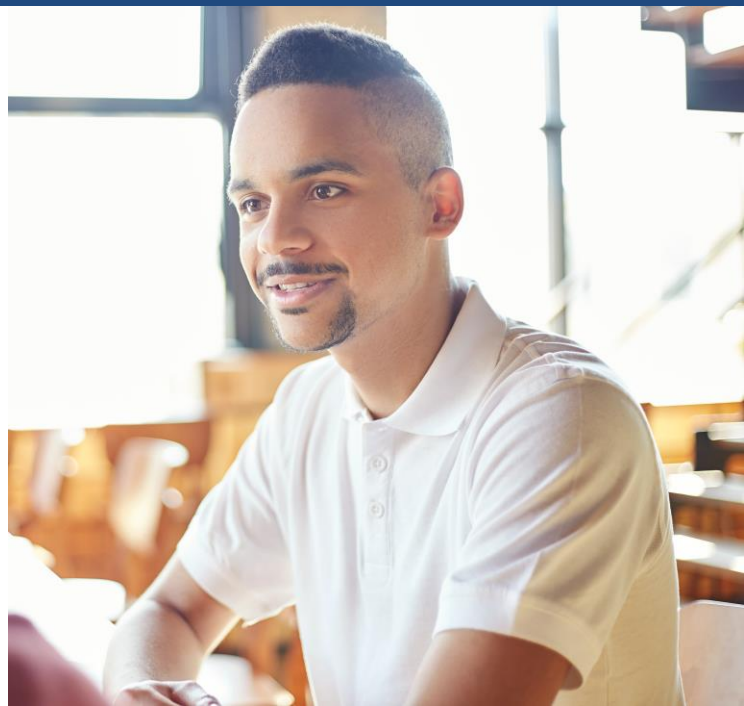
A DD214 (Certificate of Release or Discharge from Active Duty) may now be used if all conditions below are met:

- Education Status Confirmed
- Apprenticeship Program Acceptance
- No Other Records Available



Driver's License Requirement – Program Completion

Program Entry:

- Not having a driver's license does NOT automatically disqualify someone

Successful Program Completion:

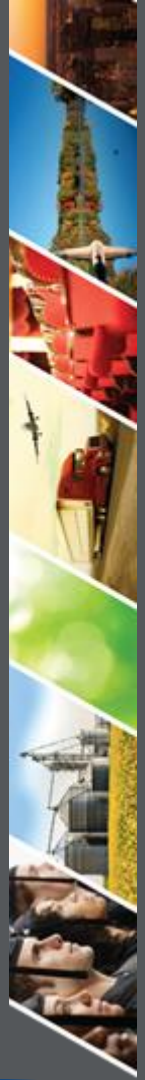
- A valid driver's license is required

Clear Support Plan Required to:

- Prepare for the written and road tests
- Address barriers (fees, transportation, documentation, scheduling)

Wrap-around Services Eligibility

- **Participant Must Be Enrolled**
- **Short Extension Window:** If a participant has not finished all required training modules by the cohort end date. They may still be considered “enrolled” for up to 2 additional weeks. Only if needed to complete required training.
- **Services Are NOT Allowed After Graduation**



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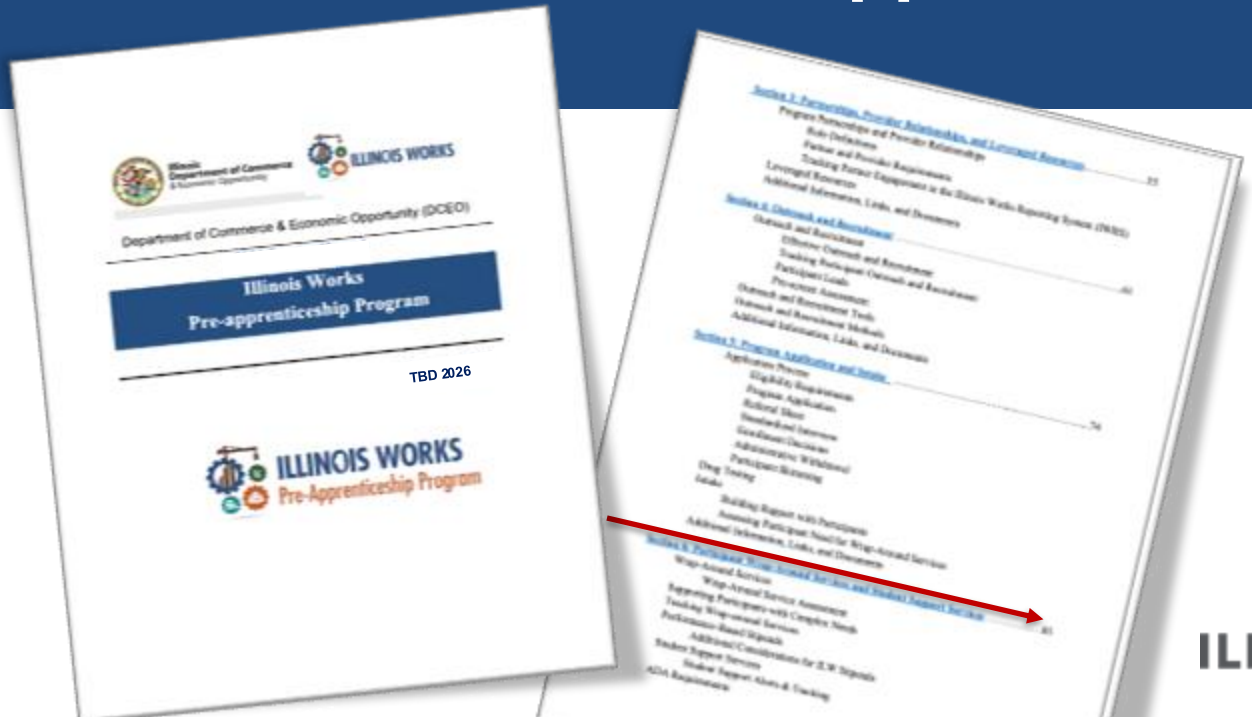
2026 Grantee Manual Section 6: Participant Wrap-Around Services and Student Support Services



Barrier Reduction Funds

Barrier Reduction Funds = supportive services + stipends + transition expenses

Direct Payments to Participants (Limited)
•**Stipends** are the **only** funds that may be paid directly to participants

Payments That Must Go to Vendors
•Wrap-Around Services
•Student Support Services
•Transition Services

➞ These must be **paid by the grantee directly to the service provider/vendor**

No Participant Reimbursements
•Participants **cannot be reimbursed** directly for expenses using ILWPP funds

Community Partnerships & Support Service Budgeting

Community Partnerships are cost-effective ways to deliver wrap around services. **Local Community Action Agencies** are strong partners for potential services.

Not all services will be covered through partnerships:

- Grantees should budget **$500–$1,000 per participant**
- Covers support needs **not available through community partners**

Leverage **community partnerships whenever possible** to stretch funds — but **set aside per-participant dollars** for gaps partnerships can't cover.

Transportation Support – Wrap-Around Services

✓ Allowable Costs

- Public transit fare or transit cards
- Emergency car repairs only (not maintenance) — up to $500
- License plate or city sticker renewal fees

🚫 Non-Allowable Costs

- Rideshares or taxis (Uber, Lyft, etc.)
- Gift cards or cash cards of any kind
- “Visa” or general prepaid cards
- Gas station–branded gift cards

💬 Ask Participants

- Do you have reliable transportation to and from the program?
- What is your primary form of transportation?

📋 Program Rules

- Transportation support is opt-in only
- Coordinators must meet with participants to assess and document need
- Providing support to everyone without individual assessment = denied reimbursement

Driver's Education Fees – Wrap-Around Services

✓ **Allowable Support**

Programs may cover licensing costs for enrolled participants, including:

- Driver's education course fees
- Permit or license testing fees
- Required licensing costs through the DMV

🎯 **Why This Matters**

Reliable transportation and licensing support help participants:

- Access apprenticeship opportunities
- Meet employment expectations in the trades
- Successfully complete the pre-apprenticeship program

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Wrap-Around Services – Participant Opt-In Requirement

✓ **Programs MUST**

- Offer wrap-around services on an **opt-in basis only**
- Have coordinators **meet individually** with participants
- **Discuss, identify, and document** needs before providing support

🚫 **Programs CANNOT**

- Give services (like transit cards) to **all participants automatically**
- Provide support **without a participant request and assessment**

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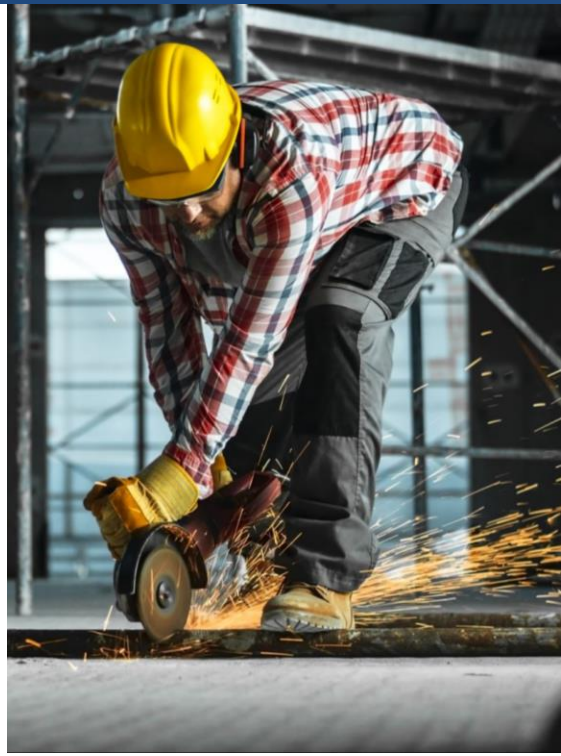
Wrap-Around Services – Participant Opt-In Requirement

- Participants may receive stipends for **Orientation**
- Up to **4 hours**
- Must attend the **entire session**
- **Prior approval is required** for any **synchronous virtual training** before stipends can be issued
- Grantees must issue a **1099 form** to participants earning **over $600** in stipends
- All participants must complete a **W-9** before receiving stipend payments



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Attendance Rosters – Virtual Sessions

If approved virtual sessions must follow the same documentation (class rosters and assessments) and verification standards as in-person training.

Wrap-Around Services – Tracking & Eligibility

📝 How Services Are Tracked

- Added to the participant's **Career Plan in IWRS** after the intake assessment
- **DECs and staff** update services as they are delivered
- Every service must have a **final status recorded by graduation**

✓ When Services CAN Be Provided

- Only while the participant is **actively enrolled**
- If training is unfinished at cohort end, the participant may be considered enrolled for **up to 2 additional weeks**
- Services during this extension must directly support **completion of required training**

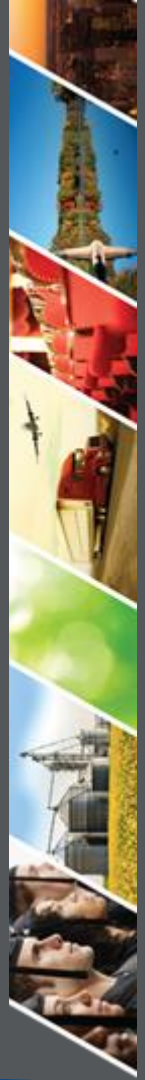
🚫 When Services CANNOT Be Provided

- **After graduation** — participants are no longer eligible

ADA Requirements

The Americans with Disabilities Act, or ADA, prohibits discrimination against people with disabilities in multiple areas, including:

- **Driver's License (Required)**
- Employment
- Transportation
- Public accommodations
- Communications
- Access to state and local government programs and services



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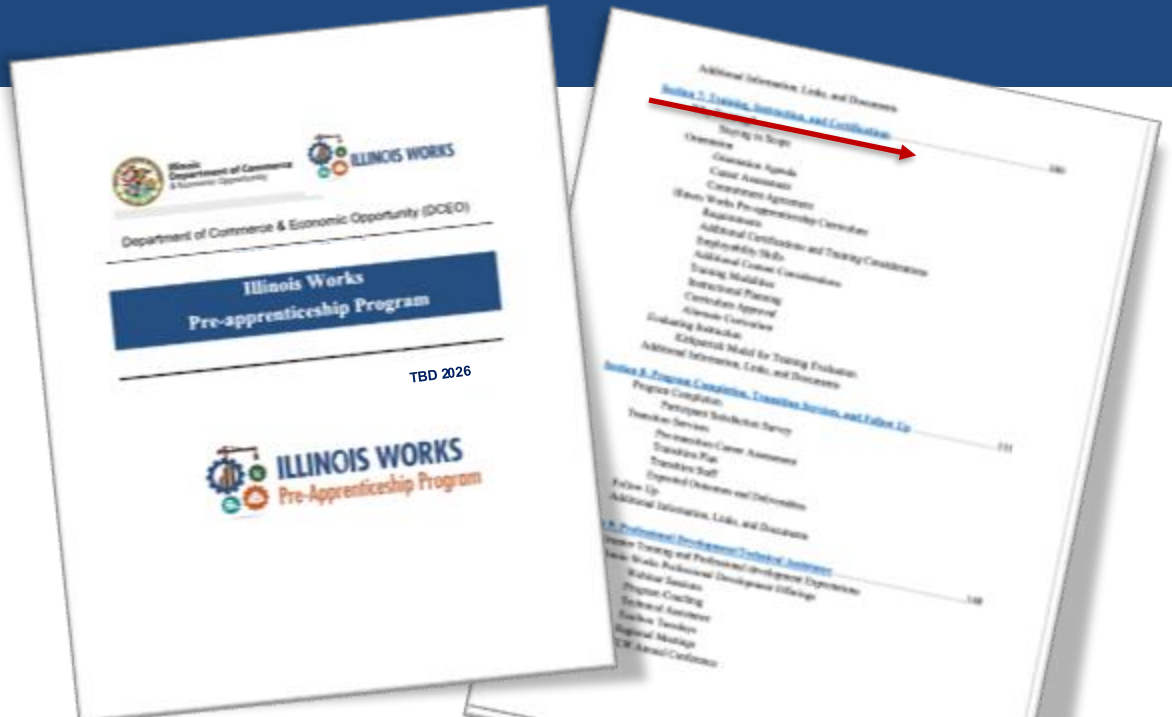
2026 Grantee Manual Section 7: Training, Instruction, and Certifications



Instructional Hours

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Orientation Agenda

Stipend payment for orientation -
as long as they attend the full session

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Orientation Career Assessment – Career Pathway Planning

📄 **Required Assessment Tool**
- Use the **Orientation Career Assessment (Exhibit 5)**
- This is the **primary document** for career pathway and apprenticeship placement decisions

🎯 **Each Assessment Must Include**
- **Primary career goal**
- **Secondary career goal**
- **Tertiary career goal**

Goals Must Be
- **Documented** in the participant's file
- **Reflected** in the participant's individual action plan

Curriculum Requirements

MC3 Multi-Craft Core Curriculum Requirements

Grantees must deliver the **approved MC3 Multi-Craft Core Curriculum** using the **minimum required instructional hours**.

- Unit 1: Construction Industry and Trades Orientation – 16 Hours minimum
- Unit 2: Tools and Materials - 8 Hours minimum
- Unit 3: Construction Health and Safety - 20 Hours minimum
- Unit 4: Blueprint Reading – 8 or 16 Hours minimum
- Unit 5: Construction Math - 40 Hours minimum
- Unit 6: Heritage of the American Worker - 8 Hours minimum
- Unit 7: Diversity in the Construction Industry - 12 Hours minimum
- Unit 8: Green Construction - 8 Hours minimum
- Unit 9: Financial Literacy – 4 or 8 Hours minimum

Programs may add:

- Extra training modules
- Work-based learning experiences

NCCER Core Curriculum Requirements

Grantees must deliver the **NCCER Core Curriculum (Sixth Edition)** using the **minimum required instructional hours** and qualified instructors.

- Basic Safety (Construction Site Safety Orientation) - 12.5 Hours minimum
- Introduction to Construction Math - 10 Hours minimum
- Introduction to Hand Tools - 12.5 Hours minimum
- Introduction to Power Tools - 10 Hours minimum
- Introduction to Construction Drawings - 10 Hours minimum
- Introduction to Basic Rigging - 7.5 Hours minimum
- Basic Communication Skills - 7.5 Hours minimum
- Basic Employability Skills - 7.5 Hours minimum
- Introduction to Materials Handling - 5 Hours minimum
- Build Your Future in Construction - 2.5 Hours minimum

All modules must meet or exceed NCCER's required minimum hours

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Instructor Qualification Requirements

✓ **Required Qualifications**

Professional Experience

•Minimum **3–5 years** of experience in the trade or subject area being taught

Instructor Certification

•Must hold an **active Illinois Works Instructor Trainer Certification**

Waiver Option

•Instructors with **equivalent training** may request a **certification waiver**

•Approval is required **before serving** in an instructional role

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Closing Out a Training Service in IWRS

Evaluated/Not Required – If a participant enters the program with valid pre-existing certifications (e.g., OSHA-10, First Aid/CPR) issued within the last three years, the grantee may waive these modules and must document the exemption in IWRS.

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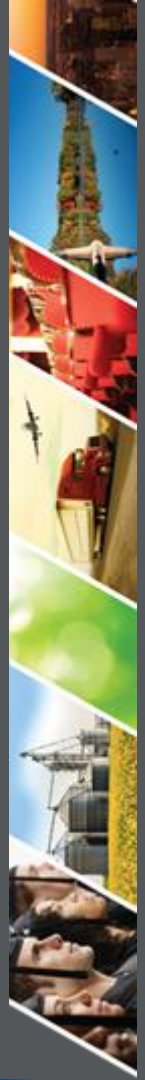

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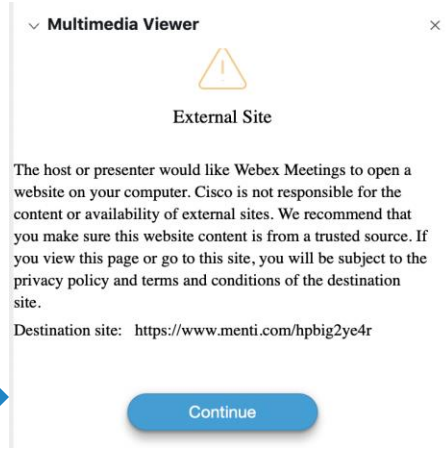

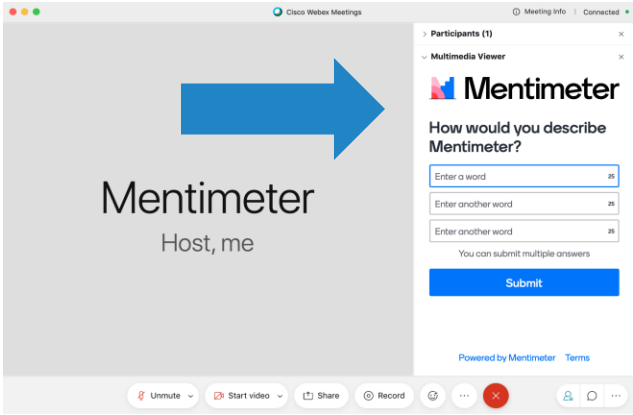

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Illinois Works ~ Check-In

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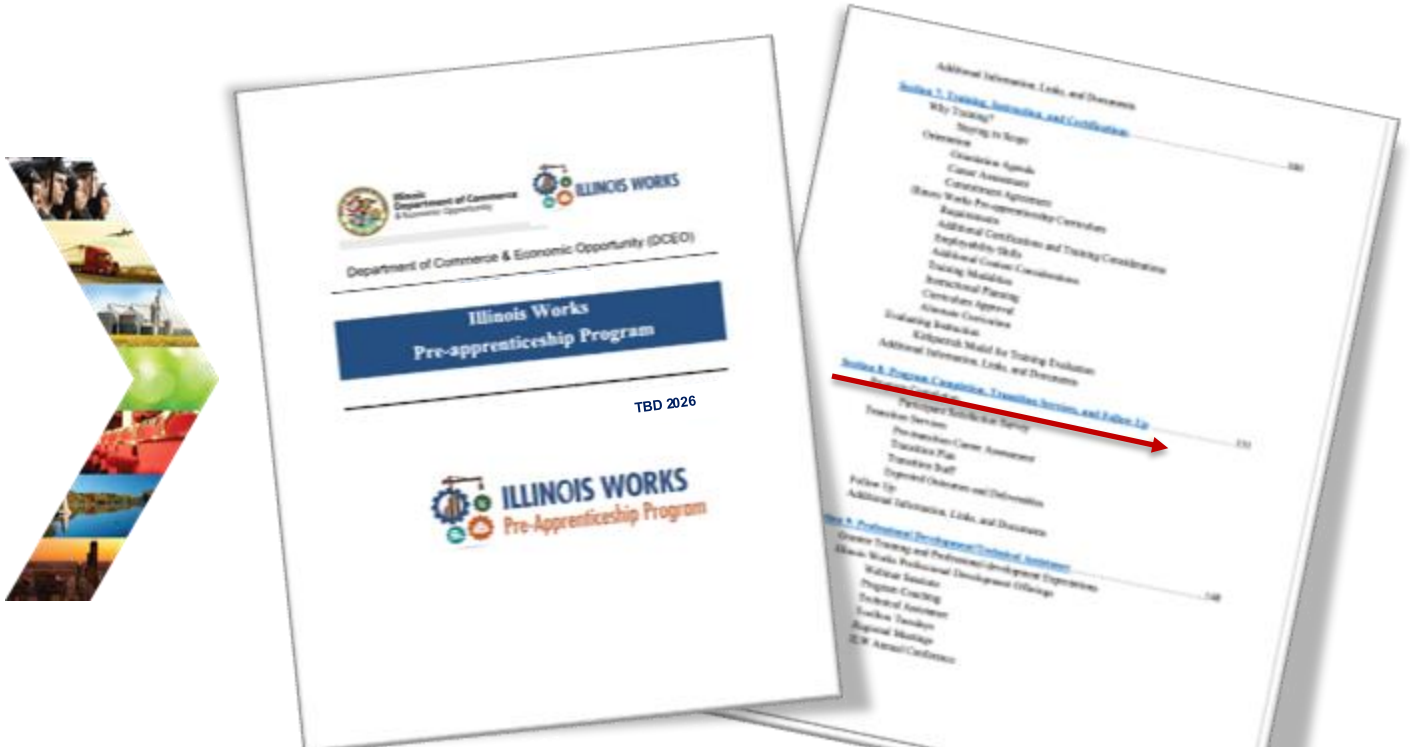
2026 Grantee Manual Section 8: Program Completion, Transition Services, and Follow Up



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Successful Completion

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Transition Services Coordinator (TSC) Staffing Requirements

What Is an FTE TSC?

- **1.0 FTE** = One full-time staff member
- Must be **exclusively dedicated** to Illinois Works Transition Services

Enrollments	Required TSC Staffing
0–30	**0.5 FTE**
31–60	**1.0 FTE**
61–90	**1.5 FTE**
91–120	**2.0 FTE**

📌 Based on enrollment numbers in the **approved Work Plan**

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Transition Services Coordinator (TSC) Staffing Requirements

Multiple Grants or Locations

- Each **grant** must have its **own dedicated TSC staff**
- Staff **cannot be shared** across grants

Example

- 100 enrollments at one site → **2.0 FTE TSCs**
- 50 enrollments at another site → **1.0 FTE TSC**

Each TSC works **only on their assigned grant**

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Career & Job Fair Requirement

🎯 **Annual Grantee-Hosted Career/Job Fair**

- Host **at least one** career or job fair each year
- Must partner with the **Illinois Works Career Services Team**
- Focus on connecting graduates with:
  - Employers and contractors
  - **U.S. Department of Labor Registered Apprenticeship Programs**
  - Ongoing Career Services support

Regional Career/Job Fairs

- Illinois Works Career Services hosts **three regional career/job fairs**
- Grantees must help **coordinate and participate** in these events

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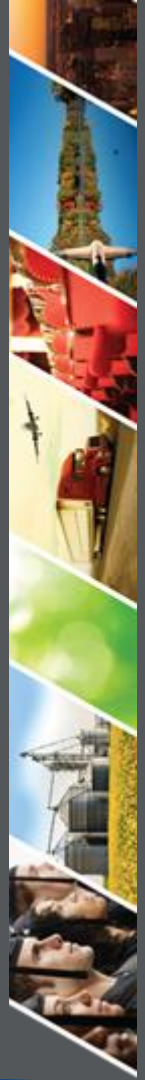

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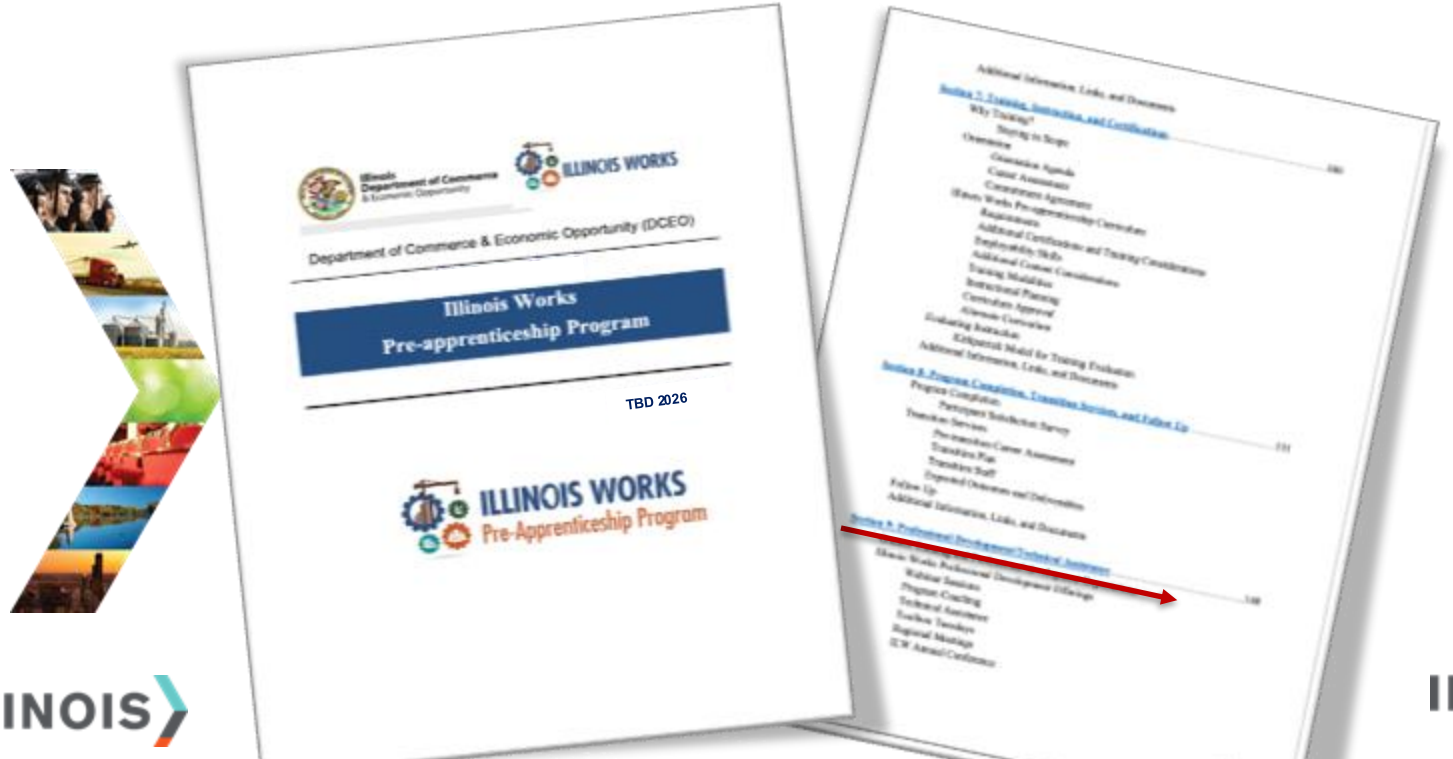
2026 Grantee Manual Section 9: Professional Development and Technical Assistance



Community of Practice (CoP)

New for 2026:

Track III Administrators: Accelerator Program

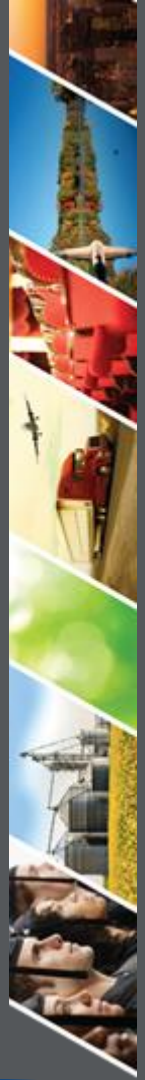
Track III – Accelerator Program

Formal Progress Reviews

- **3 months**
- **6 months**
- **9 months**

Evaluation May Include

- Coaching participation and compliance
- Competency growth aligned to coaching goals
- Program compliance reporting
- Effective implementation across the **Pre-Apprentice Lifecycle**



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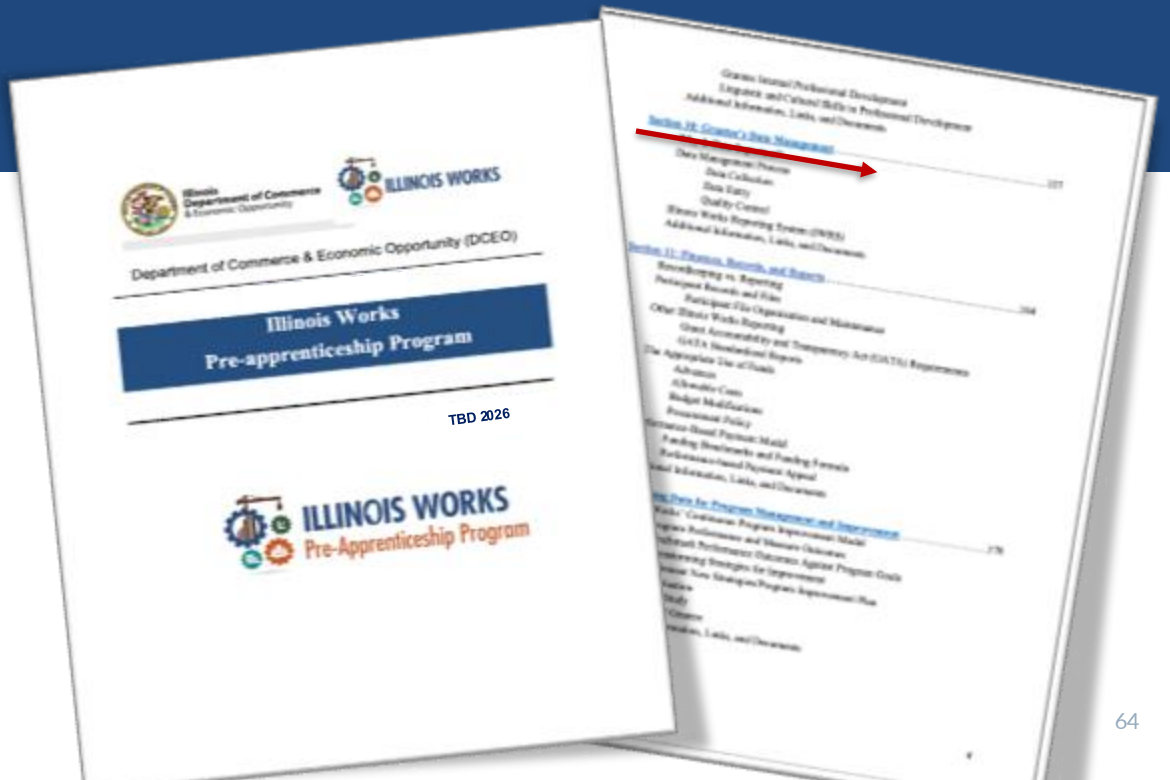
2026 Grantee Manual Section 10: Grantee Data Management



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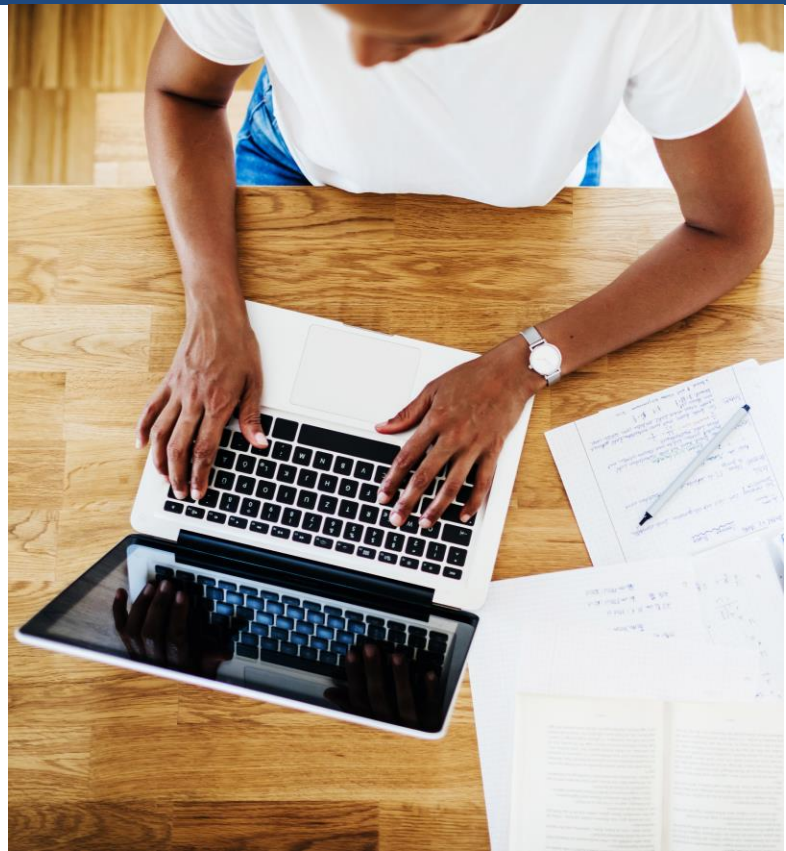
Quality Control

Verification documents uploaded into IWRS must comply with the following naming convention:

[Participant First_Last Name] _ [Item Name] _ [Date Submitted Month-Day-Year]

Example: John-Smith_Highschooldiploma_05-19-2026



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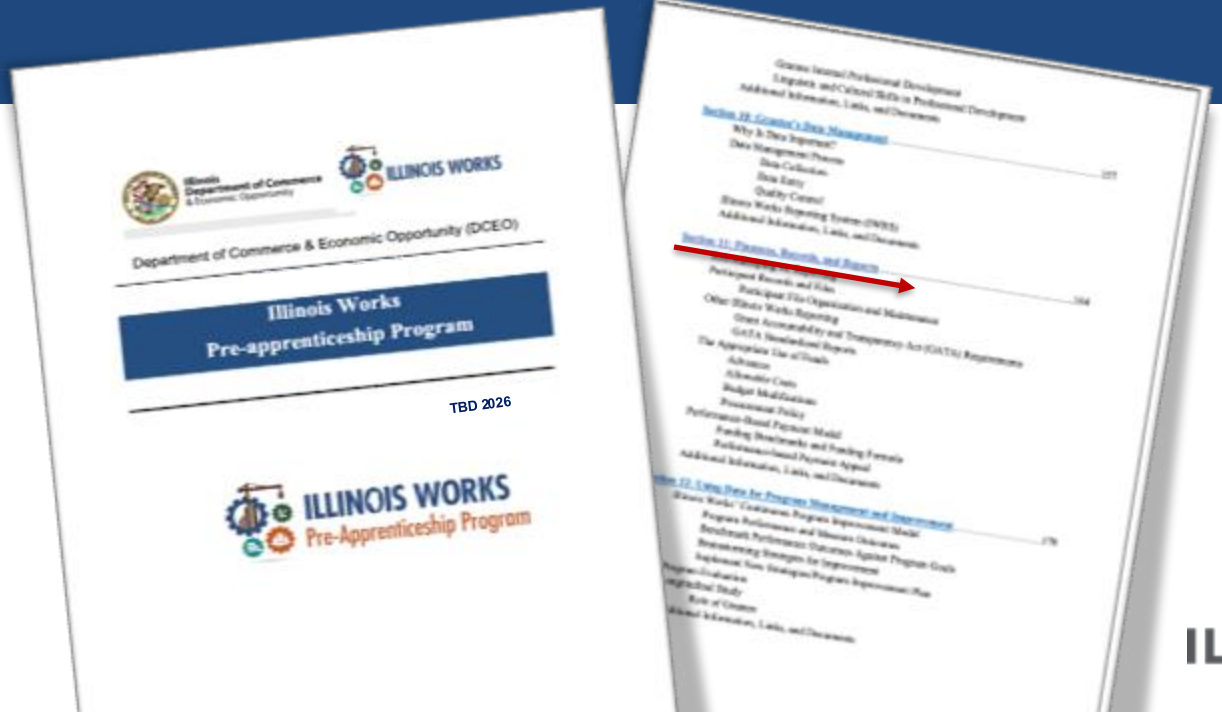
2026 Grantee Manual Section 11: Finances, Records, and Reports



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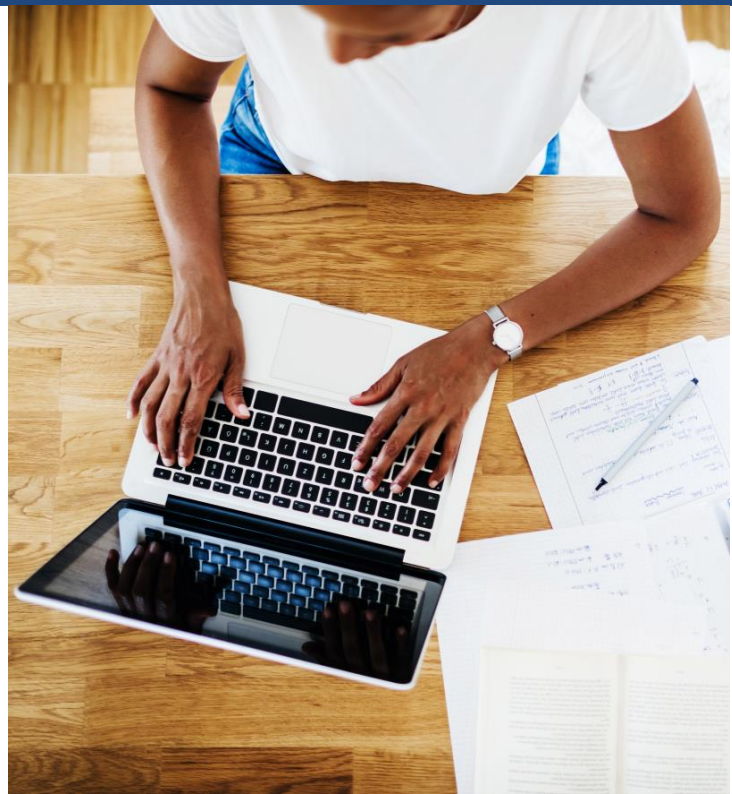
Participant File Organization and Maintenance

Verification documents uploaded into IWRS must comply with the following naming convention:

[Participant First_Last Name] _ [Item Name] _ [Date Submitted Month-Day-Year]

Example: John-Smith_Highschooldiploma_05-19-2026



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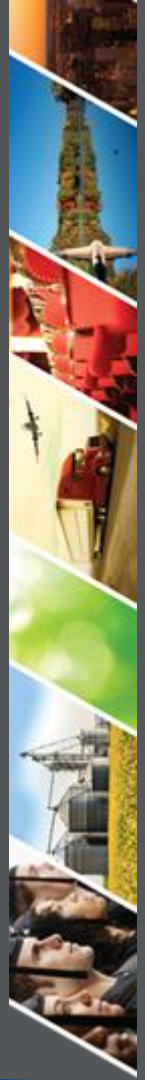

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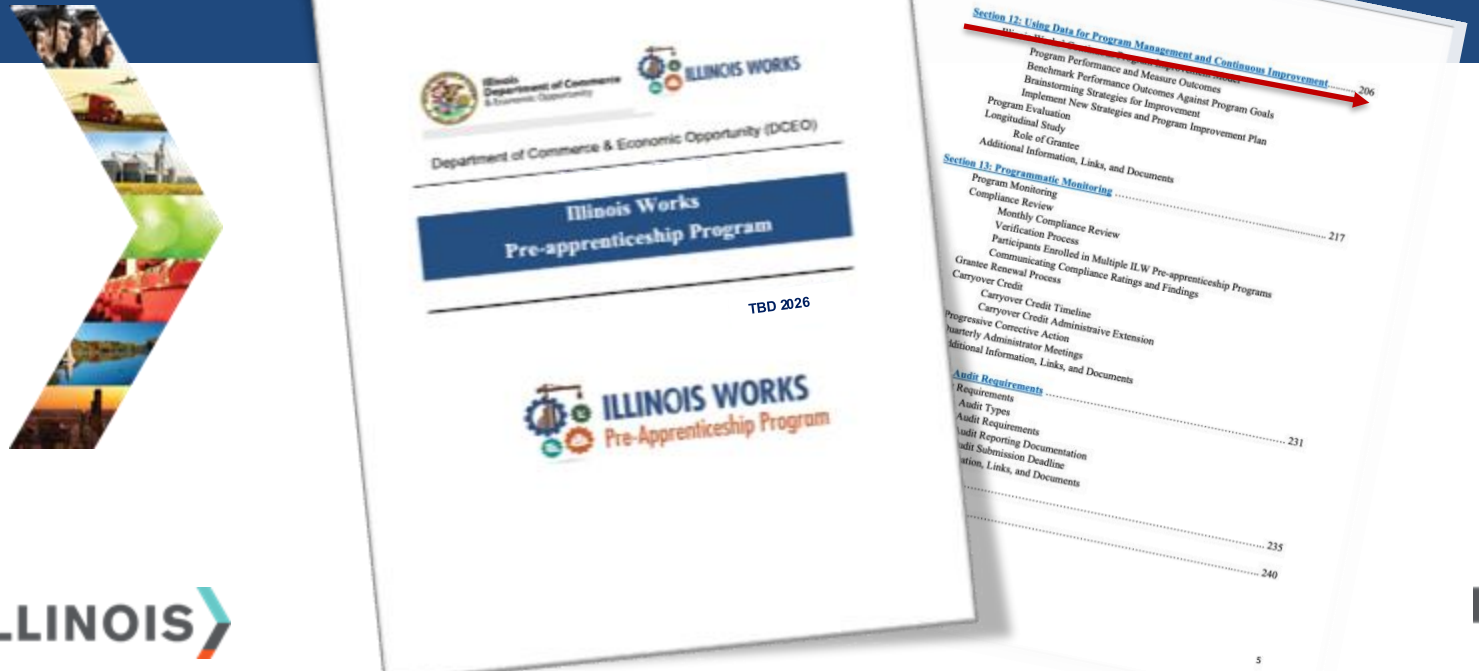
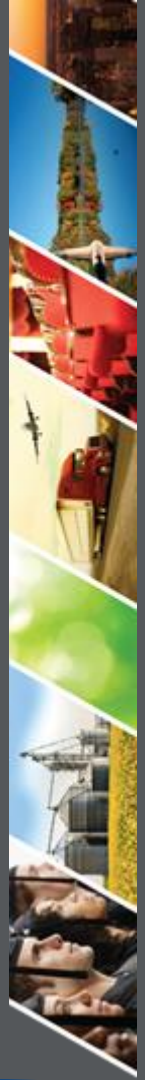
2026 Grantee Manual Section 12: Using Data Management





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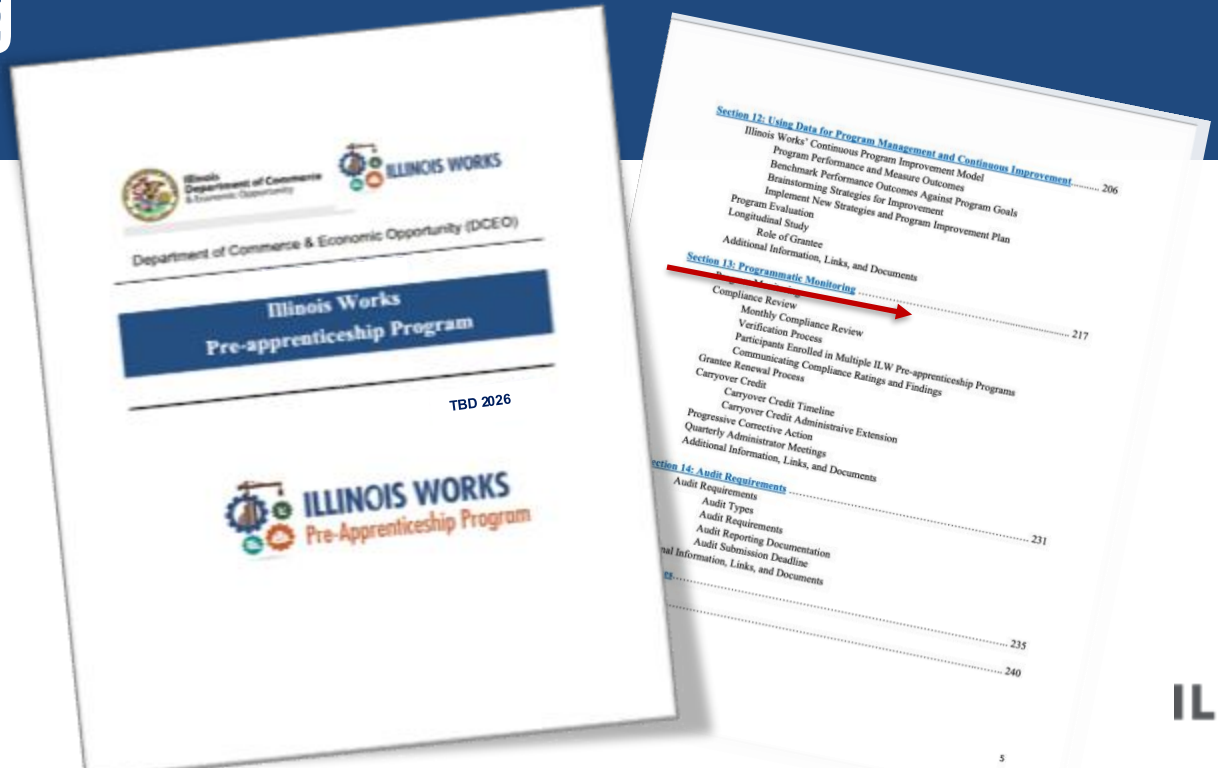
2026 Grantee Manual Section 13: Programmatic Monitoring



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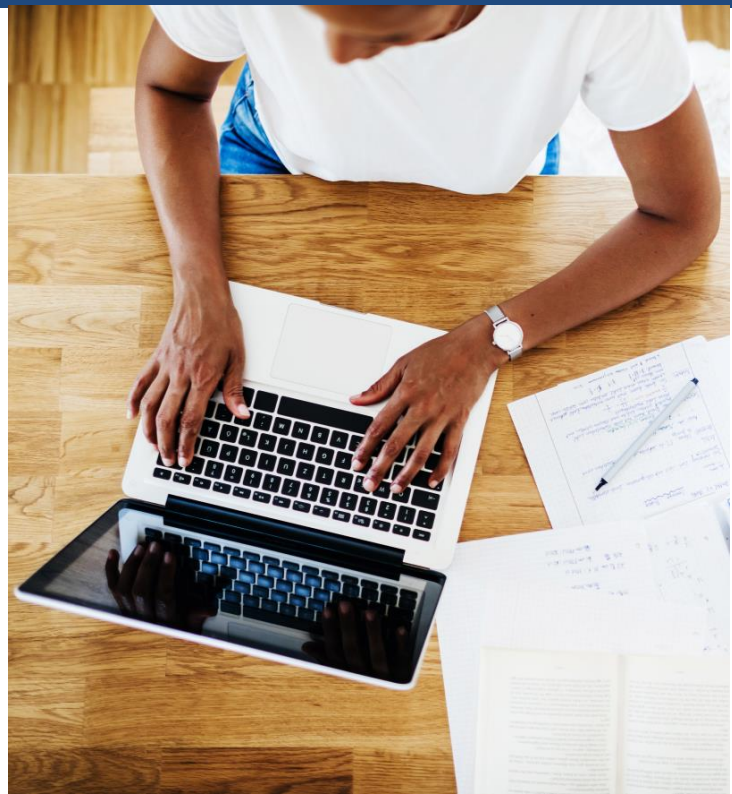
Completion, Transition, & Employment Verification

Verification documents uploaded into IWRS must comply with the following naming convention:

[Participant First_Last Name] _ [Item Name] _ [Date Submitted Month-Day-Year]

Example: John-Smith_Highschooldiploma_05-19-2026



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Transition Verification – Apprenticeship Placement

✓ **Participant Must Have**

- **Applied to and/or enrolled in** a **U.S. Department of Labor Registered Apprenticeship Program (RAP)**
- The RAP must be **the participant's choice**

🎯 **Career Alignment Requirement**

- The apprenticeship must align with the participant's **pre-transition career assessment**
- Specifically tied to the participant's **Primary Transition goal**

Primary Transition

Individualized Placement Standard

- Do **not** enroll an entire cohort into the same **U.S. Department of Labor Registered Apprenticeship Program (RAP)** unless it matches **each person's goals**
- Cohort-wide placements may trigger **extra documentation and monitoring**
- Participants must choose RAPs based on **their own interests**, not program convenience

Documentation for Completion & Transition Credit

- Each RAP application must align with **one of the participant's three documented career goals**
- Staff must **verify and document** this alignment

Grantee Responsibilities

- Provide **individualized counseling** using Career Assessment results
- Connect participants to **RAPs and employers** aligned with their chosen trades
- **Do not steer** participants into trades or RAPs just to meet metrics or earn PTP credit

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Career Assessment Compliance

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Preliminary Verification

🎯 Career Alignment & Participant Consent

- Application or enrollment must align with the participant's **Pre-Transition Career Assessment**
- Participants must **personally express interest and give consent**
- Applications **cannot** be submitted on their behalf without involvement

Applications to unrelated trades for convenience or metrics **do not qualify** for PTP/PTF credit
All **Primary Transition** requirements must also be met

📄 Required Elements for Verification Documents

Accepted documents (receipts, confirmation emails, etc.) must include:

- Name of the ILWPP graduate
- Date of application, enrollment, or hire
- Name of the **U.S. Department of Labor Registered Apprenticeship Program (Primary)**
- Confirmation the participant **completed** (not just started) the RAP application

Secondary Transition Documentation

✓ **Acceptable Documentation**

Participants may qualify with evidence such as:

- **Pay stub** from employment in a **non-construction sector**
- **Employment offer letter** in a **non-construction field**
- **Proof of current enrollment** in:
  - Higher education (college/university)
  - Advanced or technical training programs

Transition Award Rate Rules

🔄 Upgrading Transition Outcomes

- A participant who first earns a **lower award rate** (e.g., 50%)
  → may later earn a **higher rate** (70% or 100%)
- The **higher-rate outcome replaces** the earlier one
- Reporting, compliance, and reimbursement are based on the **highest verified rate**

🚫 No Downgrading

- Once a participant earns a **higher award rate**, they **cannot later be counted** at a lower rate

Carryover Credit Administrative Extension

⏳ What Happens During a CCAE

No New Enrollments
- Programs cannot enroll new participants

No Instructional or Program Activities
- Only **Transition Services** may be provided to previously enrolled participants

Reimbursement Processing
- Grant Managers submit earned reimbursements to Financial Grant Managers
- Must be completed by **October 31** of the Administrative Extension year

📌 Key Administrative Rules

Optional Extension
- Grantees must **opt in** by submitting documentation during the Administrative Extension
- Grantees may close their grant at any time but will **forfeit unclaimed funds**

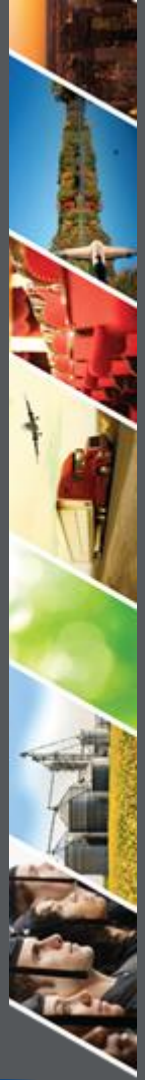
Carryover Credit Administrative Extension

Timeline Structure

- Standard Administrative Extension runs **Jan 1 – Dec 31**
- The **Carryover Credit portion ends October 31**
- Remaining months are used to **permanently close the grant**

When CCAE Is Used

- Most common **after Year 3** of a grant
- Also available if a grantee declines a Year 1 or Year 2 renewal
- Begins **immediately after the final programmatic year**



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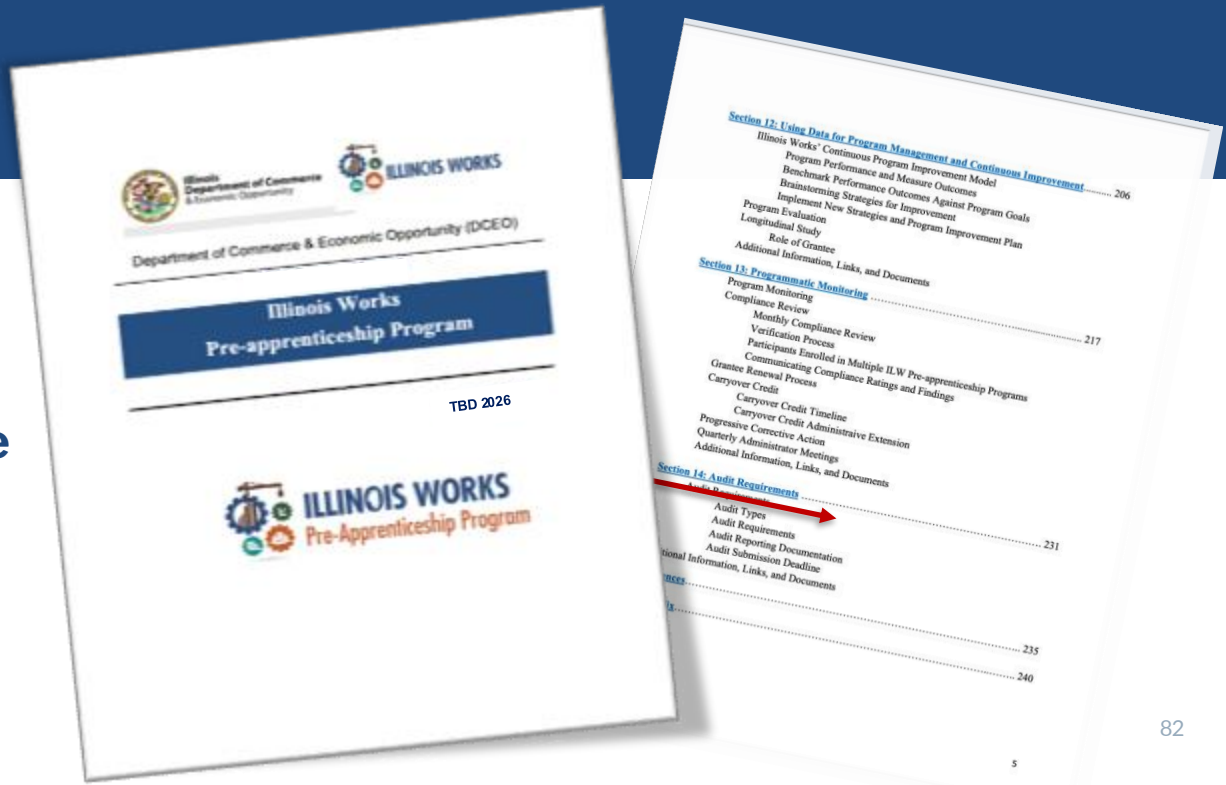
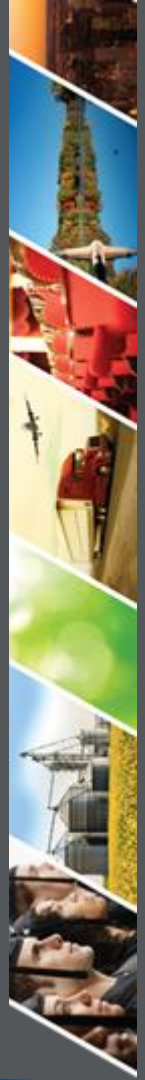
2026 Grantee Manual Section 14: Audit Requirements

No Changes Made





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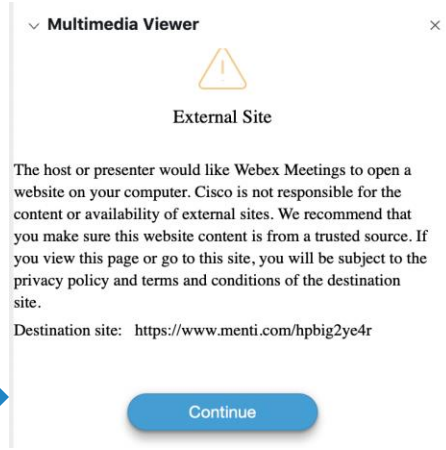
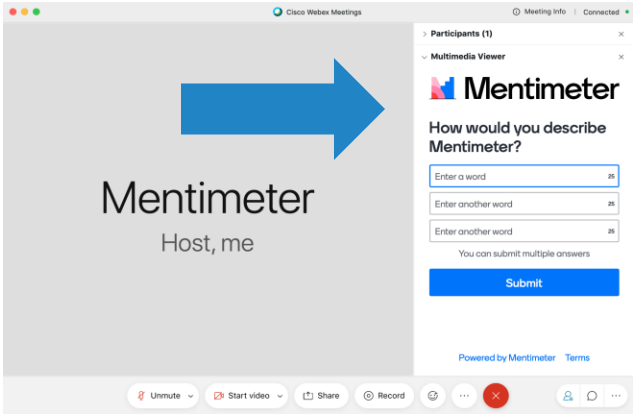
Mentimeter

- On the right-hand of your Webex screen click the blue **Continue** button.
- Once you click the button the Mentimeter app will show in the Multimedia viewer.





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Feedback ~ We want to hear from you

Thank you, and we are glad to have you as part of our provider network!

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JB Pritzker, Governor