



## 2024 Illinois Works Pre-apprenticeship Program Grant Closeout Checklist

<b>Organization name</b>			
<b>Date completed</b>		<b>Form completed by:</b>	

*Grantees must verify that all the following items are completed in IWRS for all participants. 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.*

✓	Intake/Referral	Initials Confirming All Required Profiles Are Complete
	1. Completed application in IWRS	
	2. Interview sheets uploaded (One per interviewer)	
	3. Interview score	
	4. Interviewer names entered	
	5. Eligibility documents uploaded (name, age, and residency)	
	6. Diploma/High School Transcript/GED/HiSET uploaded	
	7. Verify that participant is in the correct cohort	
	8. Signed commitment agreement uploaded	
	9. Wrap-around support service assessment completed	
	10. Orientation Career Assessment completed	
✓	Training/Services	Initials Confirming All Required Profiles Are Complete
	11. All training services added (should match approved curriculum)	
	12. All training services have accurate final status listed	
	13. All training services have accurate attendance and rosters were uploaded to IWRS	
	14. All training services have accurate post-assessments scores	
	15. All earned credentials have been added (NCCER/MC3/ICCB, First Aid/CPR, OSHA-10, etc.) to appropriate training services	
	16. Certifications/credential documents have been uploaded to Uploads folder (NCCER/MC3/ICCB, First Aid/CPR, OSHA-10, etc.)	
	17. All wrap-around services are appropriately added and have accurate final status listed	
	18. All student support services are appropriately added and have accurate final status listed	
	19. All transition services are appropriately added and have accurate final status listed	
	20. Pre-Transition Career Assessment completed	
✓	Program Completion/Follow-Up	Initials Confirming All Required Profiles Are Complete
	21. Participant received the link to the Participant Satisfaction Survey and was asked to complete it	
	22. Appropriate program completion status has been added	
	23. Transition documentation uploaded for all participants listed as Complete & In Transition or Post-Program Active Tracking	
	24. At least one active tracking follow-up questionnaire is documented for each participant who completed the program on or before 9/30/2024	

## Legend for ILWPP Grant Closeout Checklist

<b><i>IWRS Status</i></b>	<b><i>Tasks Required</i></b>
<i>Not Enrolled</i>	<i>1, 22</i>
<i>Administrative Withdrawal</i>	<i>1 – 4, 22</i>
<i>Enrolled</i>	<i>1 – 10, 22</i>
<i>Incomplete</i>	<i>1 – 19, 22</i>
<i>Complete</i>	<i>1 – 24</i>
<i>Complete &amp; In Transition</i>	<i>1 – 24</i>
<i>Post Program Active Tracking</i>	<i>1 - 24</i>

*I verify that all the items above have been accurately entered and/or updated in the Illinois Works Reporting System. I understand that if any of the tasks above are not completed for any or all participants, the Office of Illinois Works will not approve the Closeout of the 2024 Illinois Works Pre-apprenticeship Program grant until those tasks are successfully completed.*

*I understand that the grant Closeout allocation will not be released until all the information above is verified by the Office of Illinois Works and any other reporting requirements, including Financial, are completed.*

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*Program Administrator Name*

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*Date*

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*Program Administrator Signature*