



## 2024 Grantee Manual - Guidance Update Memorandum #1 (Effective September 16, 2024) Attendance Policy

### Introduction:

The following guidance update to the 2024 Grantee Manual is issued to up clarify and update existing Attendance Policy and guidance. **This memorandum also includes a new and required Illinois Works Attendance Roster, and an Illinois Works Attendance Roster Job Aid. The Job Aid** provides clear examples on how to use and implement the new Roster daily. **Different rosters will only be considered following the below guidance, and requests for ILW to approve a different roster must be submitted immediately after this guidance goes in effect on September 16, 2024.**

### Old vs. New Guidance:

The 2024 Illinois Works Pre-apprenticeship Program (ILWPP) Grantee Manual provides the following guidance for attendance rosters:

#### Attendance Rosters

Participants are expected to be present for their scheduled training and work-based sessions. Regular attendance and participation are essential to student success. It is the expectation that all Illinois Works Pre-Apprenticeship grantees track daily attendance of participants, using an approved Attendance Roster. The roster should be signed and dated by all Instructors/Trainers, and staff responsible for IWRS reporting (data entry). Training curriculum, and dates should be accurately reported, not including break/lunch times. Attendance rosters must be uploaded to IWRS at the end of each training module.

**Template 21: Sample Illinois Works Attendance Roster** is available for use by grantees in the Appendix of this manual. Please note, ILWPP requires an Attendance Roster be kept on file and to be uploaded to IWRS.

The Office of Illinois Works (ILW) updated the above guidance, effective September 16, 2024, for use by all ILWPP Grantees. These updates are designed to provide a consistent means for all grantees to accurately track attendance, to provide clear direction on how to complete and upload attendance rosters, and to provide grantees with an understanding of how monthly compliance and completion verification are affected by noncompliance with attendance policy. Below are notable updates that are now in effect as a result of this updated guidance to grantees:

- Instructor must document attendance in 15-minute increments as instruction is delivered. See Illinois Works Attendance Roster Job Aid with instructions for proper use and examples.
- Grantees must submit alternate attendance roster templates, different from those prescribed by this guidance, to ILW **for approval prior** to use. Alternate templates must still include the components required by the ILWPP template.

- Participants must acknowledge their attendance with their own signature. Attendance rosters must be uploaded to IWRS at the end of each training module. These are also the rosters that will be used during monthly compliance verification for grantees.
- Grantees who currently operate outside of guidance are required to submit an appeal and a plan to come into compliance before the next compliance review period.
- Program Administrators or Program Managers must confirm the accuracy of each attendance roster with their signatures.

### **Impact on Monthly Compliance:**

During the Monthly Compliance Review of each grantee, ILW Grant Managers will confirm that attendance rosters for each training module have been uploaded to the IWRS Provider Info - Grantee Details page under the correct cohort. Completion verification will not be awarded to the cohort until grantees upload attendance rosters as required.

### **Appeal Process:**

Current guidance included in the 2024 Grantee Manual was required to be followed up to the point this Guidance Update Memorandum goes into effect September 16, 2024. If a grantee's practices did not align with the 2024 Grantee Manual guidance, and one of more of their cohorts have ended, an appeal to ILW is required and must be submitted to your ILW Grant Manager no later than September 25, 2024 for Deputy Director approval. The appeal must outline:

- The current practice for tracking attendance,
- How the current practice differs from the guidance provided by ILW, and
- The organization's action plan to become compliant with the new guidance outlined in this memorandum.

### **Technical Assistance:**

The ILWPP team will provide training and one-on-one technical assistance with the goal to successfully implement the compliance changes outlined in this guidance update.

A mandatory technical assistance session will be held on Monday, September 16, 2024, at 11:00 a.m. to answer questions about the new template and attendance tracking requirements. Register for the meeting here: <https://illinois.webex.com/weblink/register/rd02f1396394d063a7af7b97ce9421998>. Moving forward, ILWPP Grant Managers will also provide one-on-one technical assistance with grantees at their request.

### **Grantee Responsibilities:**

- Inform all staff of guidance changes provided in this correspondence and ensure all staff follow the new guidance effective September 16, 2024, especially the Data Entry Coordinator.
- Inform all instructors of their responsibility to accurately record attendance and document any issues with attendance.