Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Jobs Program

Meeting Starts In: 10:00

ILLINOIS WORKS
Pre-Apprenticeship Program



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Pre-Apprenticeship Program

Q4 Track III Administrators and Program Managers

Community of Practice (CoP)

Presenter:
•Dr. Norman Ruano

Professional Development Team:
• Dr. Jeff Doolittle



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Introductions |

Go To: menti.com
Code: 3509 4731

- Your Name
- Organization/Agency
- Geographic Location



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Section 2: Program Expectations



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

- Manage renewal, closeout, and financial reporting in parallel
- Resolve PFR flags promptly to support payment processing
- Finalize renewal budgets to support a timely financial start
- Distinguish Track III graduation, renewal, and NOFO pathways

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Poll | Which year-end requirement is most challenging for your organization?



A. Renewal paperwork and budget
B. IWRS closeout data
C. PFRs or flagged financial items
D. Readiness to move from Track III to Track II
E. Uncertainty about next-year funding

Closeout | What must be complete before the grant year ends?



- Verify participant records are accurate and complete in IWRS
- Use Exhibit 17 to identify missing participant documentation
- Correct gaps and respond to grant manager review
- Closeout benchmark: up to 10% of award, reduced when advances apply

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Exhibit 17 | What is on the closeout checklist?



1–10 Enrollment and eligibility records

11–16 Training, attendance, assessments and credentials

17–20 Support services, transition services and assessments

21–24 Completion status, transition evidence and follow-up

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Poll | Which IWRS closeout requirement is creating the greatest challenge for your organization?



A. Training attendance, assessments, and final statuses
B. Credentials and supporting documentation
C. Wrap-around, student support, and transition services
D. Participant completion and career assessments
E. Post-program follow-up and active tracking

Financial reporting | Resolve flagged items



- Periodic Financial Report (PFR): monthly expenses; due within 30 days after month-end
- Include trial balance, required cover page and supporting documentation
- Final PFR required at award completion
- Review each flagged item and respond to Financial Grant Manager
- Unresolved issues can delay reimbursement processing

Knowledge Check | What happens to reimbursement processing while a modification is being reviewed?



A. Reporting pauses until approval

B. Reimbursements continue without interruption

C. Continue reporting; reimbursement payments pause during processing

D. Changes are automatically approved

SCENARIO



Imagine your team submits your closeout checklist, and **it is returned** because training records and transition documentation are incomplete. At the same time, a financial report has flagged items. Your organization is also preparing for renewal.

What should you do first, and what can move forward at the same time?

SCENARIO RESPONSE | Keep three priorities moving



NOW: Address flagged financial reports with your Financial Grant Manager

AT THE SAME TIME: Correct IWRS records and missing closeout documents

IF INVITED TO RENEW: Prepare the next-year budget as instructed

FOR EACH TASK: Assign an owner, deadline, and escalation contact

Two separate decisions: renewal and track



- **GRANT RENEWAL:** ILW may invite an eligible grantee to apply based on performance.
- **TRACK DESIGNATION:** ILW assesses readiness to move from Track III to Track II.

Renewal | What the 2026 Grantee Manual says



- Up to TWO renewals after the initial grant year
- ILW invites eligible grantees in the fall based on performance
- Performance threshold communicated in August
- Invited grantees submit renewal application and programmatic forms
- Additional information may be requested

Poll | Which statement is correct?



A. All Track III graduates automatically renew

B. Renewal is performance-based and requires an invitation

C. A renewal replaces the need for financial reporting

D. Track II is guaranteed after one year as Track III

Invited to renew? Prepare your next-year budget



- Confirm renewal invitation, instructions and applicable deadlines
- Align next-year costs with planned services and staffing
- Resolve budget questions while finishing current-year PFRs
- Submit revised budget information promptly as ILW directs
- Avoid starting the new year with unresolved financial assumptions

Moving from Track III to Track II | What does readiness look like?



- Track III: Accelerator capacity-building and intensive support
- Progress reviewed at 3, 6 and 9 months
- Track III generally lasts first year; may extend to second
- Must graduate by end of second year or risk nonrenewal
- Track II: required coaching, up to 10 hours/month

SELF-ASSESS | What evidence shows your team is ready?



Which can your organization demonstrate?

- Reliable reporting and data quality
- Consistent program delivery across the lifecycle
- Staff roles and operating processes that function
- Progress on documented coaching needs
- Timely response to compliance findings

Not renewed? A future Notice of Funding



- After the initial year plus two renewals, grantees must compete through a new NOFO
- A grantee not invited to renew may pursue a future NOFO, subject to that NOFO's eligibility rules
- Accurate closeout and financial compliance support responsible stewardship—but do not guarantee selection

CASE | Managing competing year-end priorities



- A renewed grantee has an unresolved PFR flag, incomplete closeout records, and an unfinished next-year budget.
- What can happen in parallel? Who owns each action?
- Which issue could delay payment or a timely next-year start?

Your 30-day action commitment



1. Financial report / flag to resolve — owner and due date
2. Closeout item to complete — owner and due date
3. Renewal budget step (if applicable) — owner and due date
4. Next checkpoint and escalation contact

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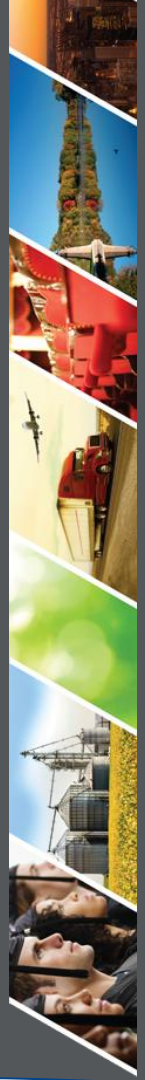
The Goal.

Finish this year strong. Start next year ready.







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Thank You!



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