



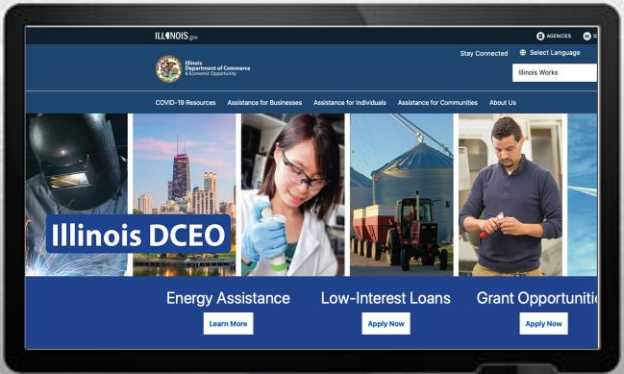
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Department of Commerce  
& Economic Opportunity

Illinois Works Provider Network

# 2025 Grantee Manual Updates

Norman Ruano, Deputy Director of Illinois Works







# ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Monica Pruitt, Grant Manager Analyst
- Mr. Edwin Sanchez, Grant Manager
- Ms. Roslyn-Simmons Lindsay, Grant Manager
- Mr. Dan Martinez
- Ms. Heather Harrison
- Dr. Jeff Doolittle, Instructional Designer and Performance Coach
- Dr. Carleta Alston, Instructional Designer and Performance Coach
- Dr. Funmi Apantaku-Onayemi, Instructional Designer and Performance Coach
- Ms. Olivia Meisenback, Writer and Editor
- Dr. Gia Suggs, Professional Development Lead, Instructional Designer and Professional Coach





# Course Description



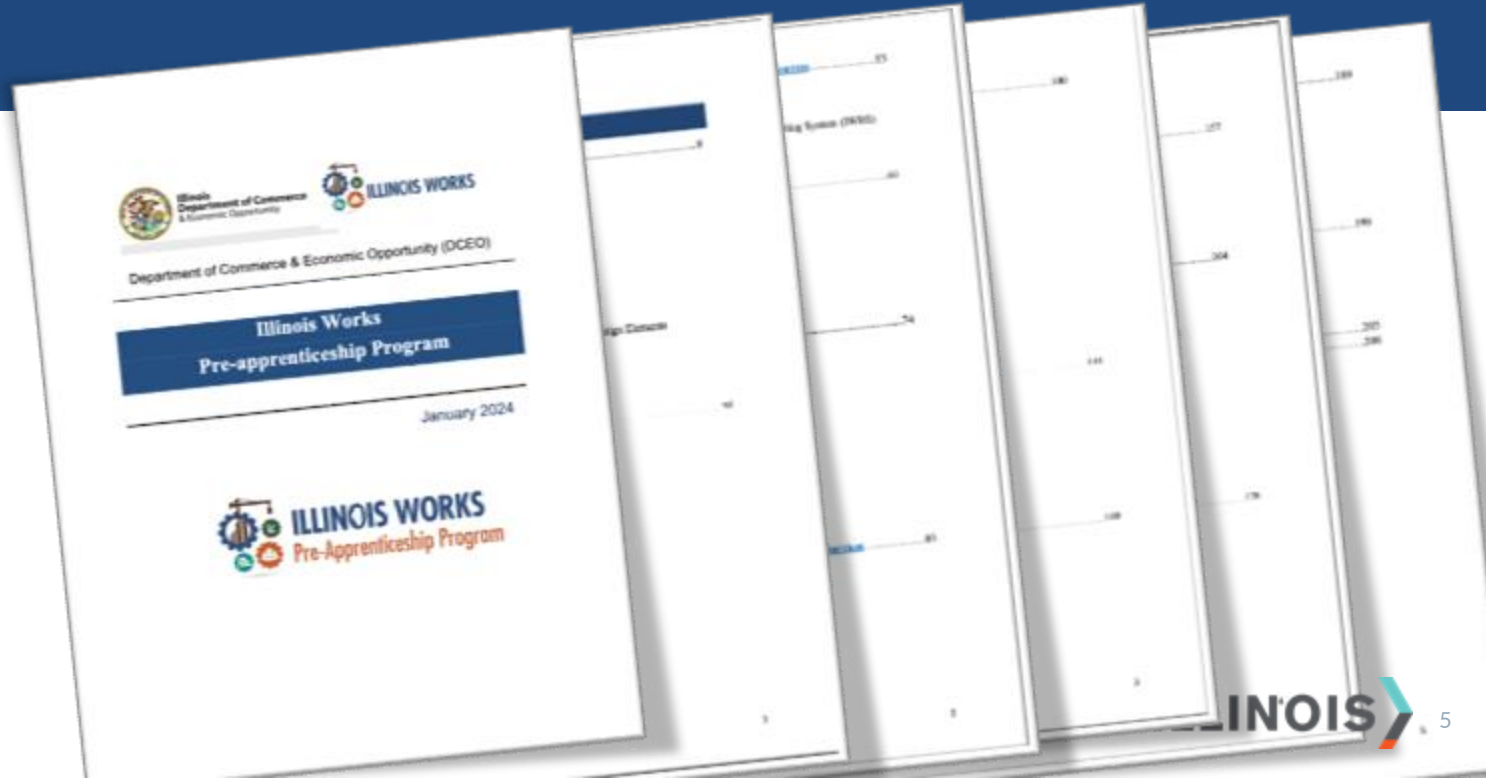
The Illinois Works Grantee Manual provides grantees with guidance on how to successfully implement their Illinois Works Pre-apprenticeship Program in compliance with Illinois Works and the Illinois Works Job Program Act.

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

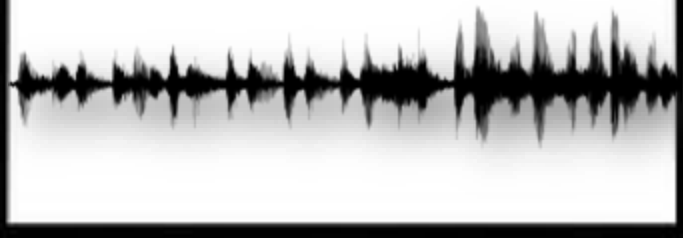
By the end of this training, learners will be able to:

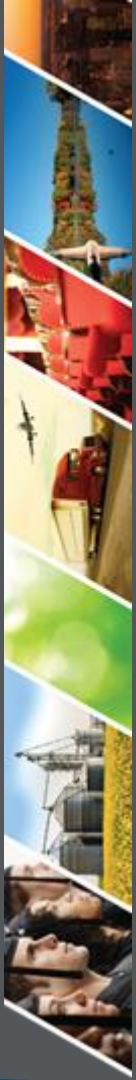
- Apply additional guidance provided in the 2025 Grantee Manual.
- Utilize the additional tools; including exhibits and templates, provided in the 2025 Grantee Manual.





*This Session is Being Recorded*





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## Section 2: Welcome and Introduction

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

- Identify your expectations for the 2025 program year.





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Comments, feedback, or questions?

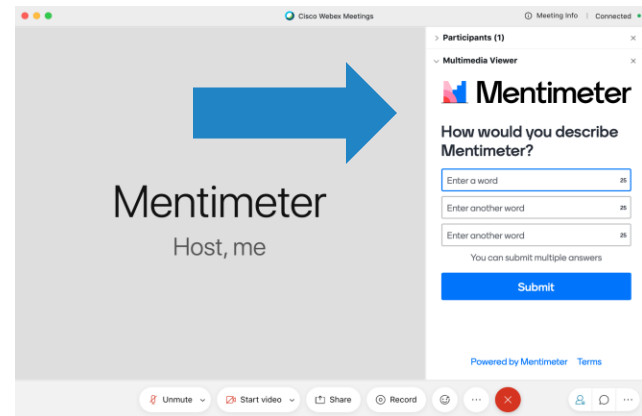
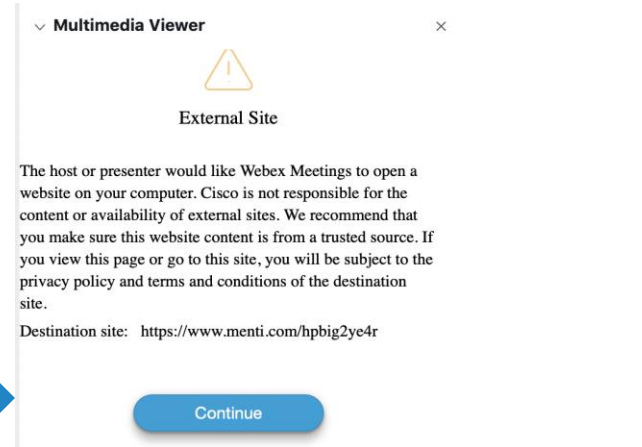
Email us at:

[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



# Mentimeter

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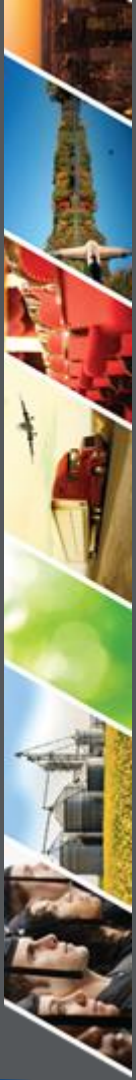
- Your Name
- Organization/Agency
- Role
- Geographic Location



# Question:

*“What aspect(s) of the program are you looking forward to for the 2025 program year?”*





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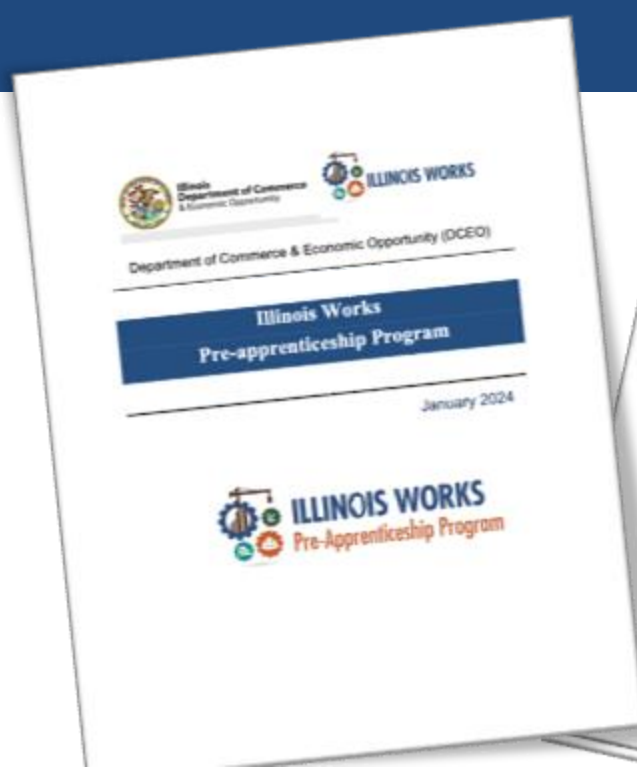
## Section 3: Section Updates



- 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.



# Section 1: Introduction to Illinois Works







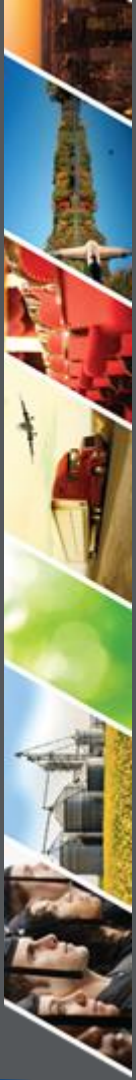
# Career Pathway Management Platform (CPMP)





# Definitions

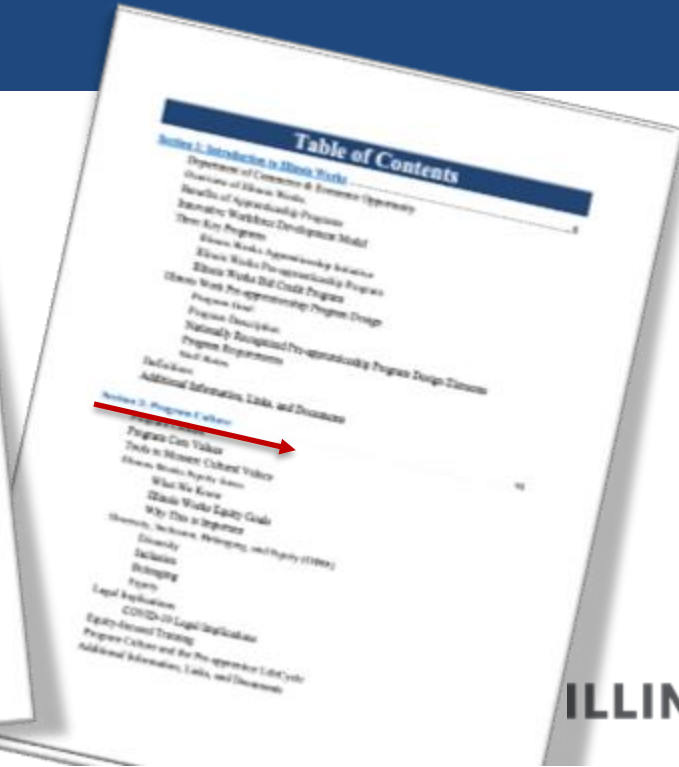
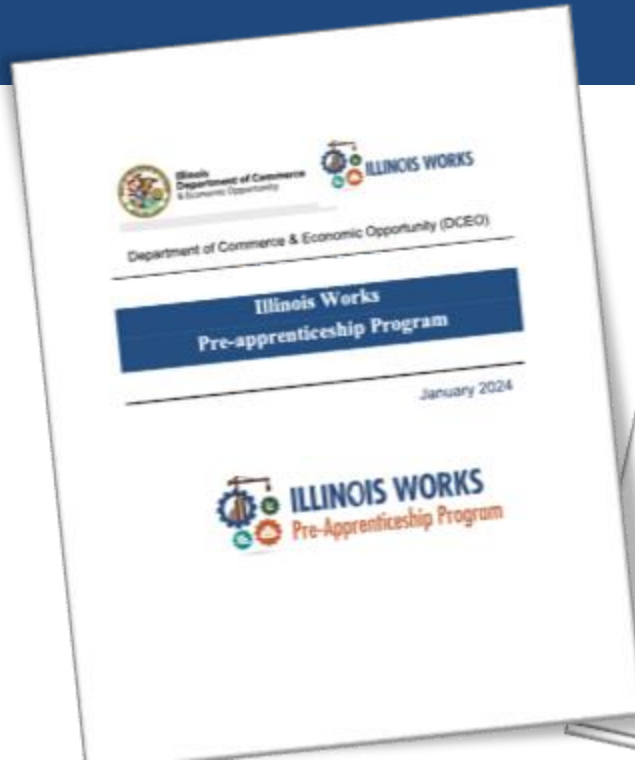


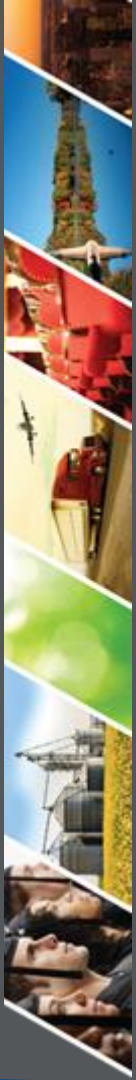


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# Section 2: Program Culture

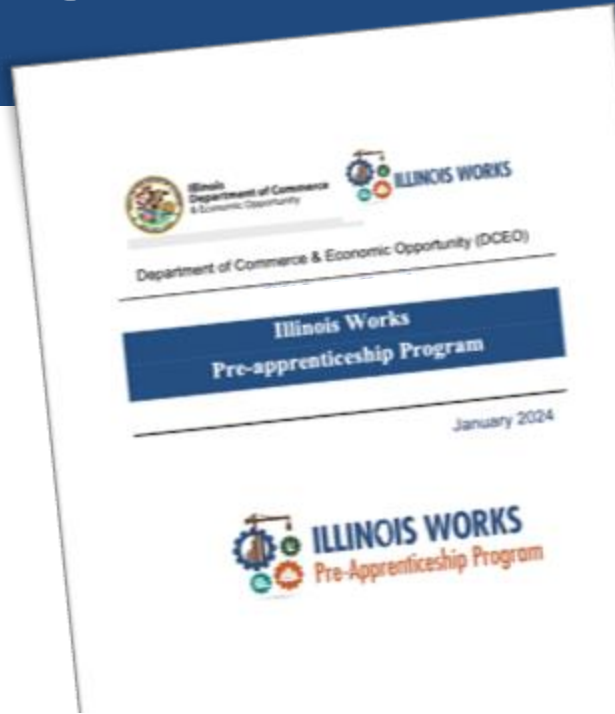




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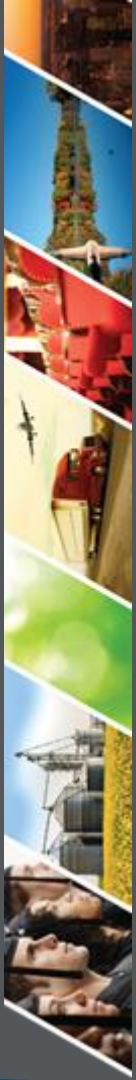
# Section 3: Partnerships, Provider Relationships, and Leveraged Resources





# Administrative Onboarding



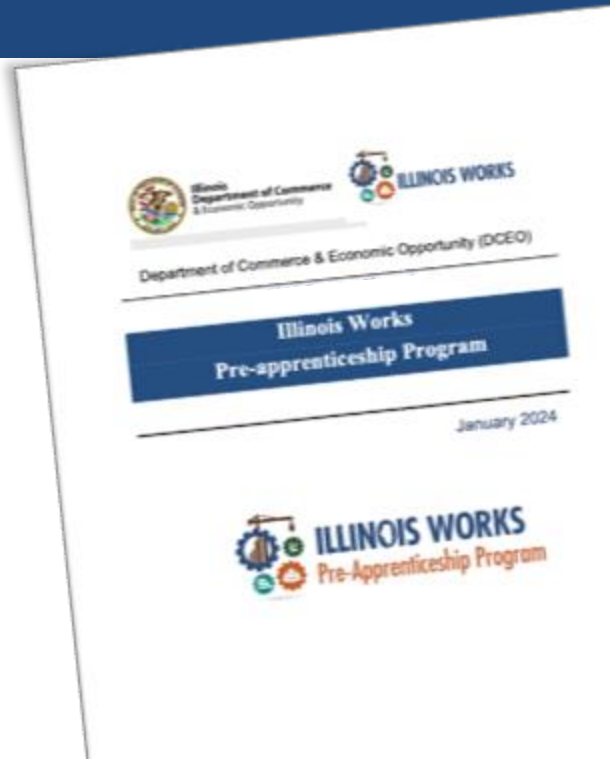


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# Section 4: Outreach and Recruitment



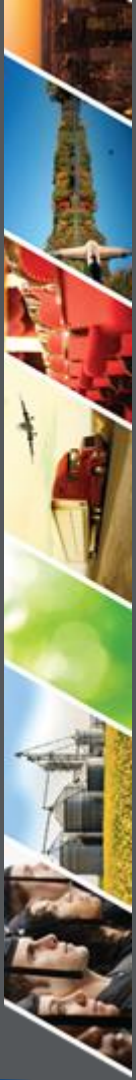


# IWRS Pre-screen Assessment

## 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. How did you hear about this program?

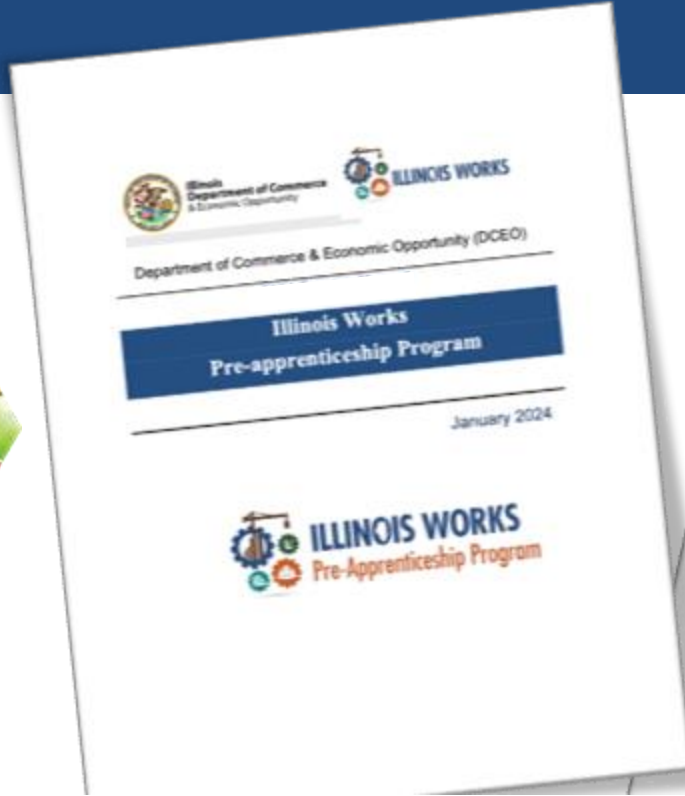




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# Section 5: Program Application and Intake

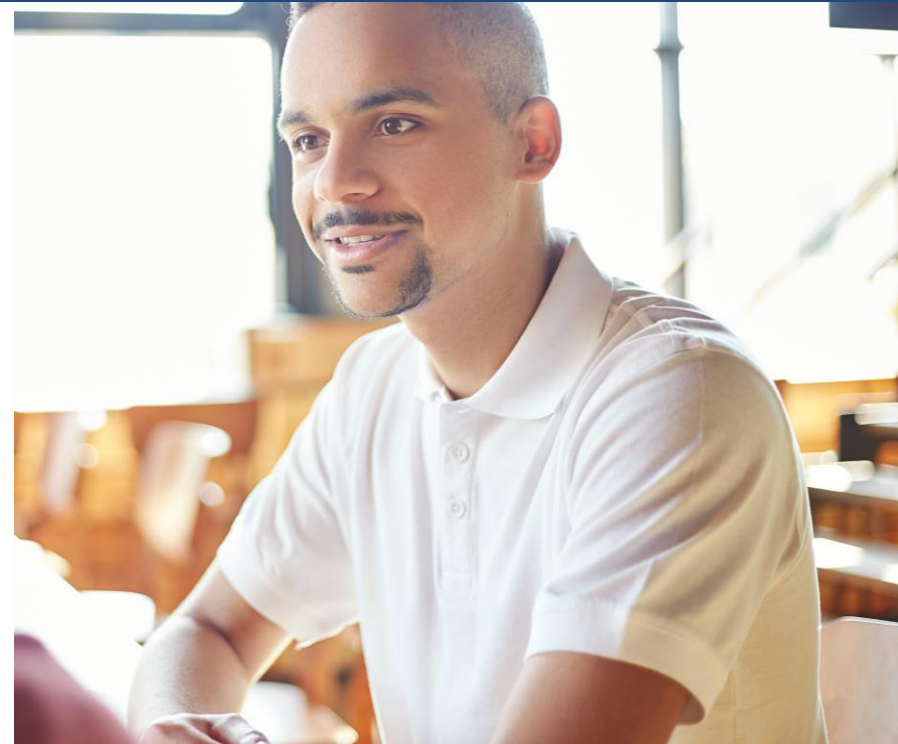




# Wrap-around Service Assessment



Grantees **must** also to add the **cost** of the new or additional service(s) to the participant profile via the **Dollar Value** of Service tab.





# Assessing Participant Needs





# Wrap-around Services



## Wrap-around Services:

- Transportation costs
- Childcare/family member care
- Technology assistance for virtual learning
- Driver's education fees
- Financial literacy
- Digital literacy
- Other wrap-around support services





# Wet Signature







# Eligibility Requirements



- Age
- State of Illinois Residence
- High School/GED/HiSET





# Legal Name

A participant's legal name must be entered into IWRS. The legal name will also be used when issuing certifications such as First Aid/CPR, OSHA 10, etc.

Government documents demonstrating the name change must be uploaded to IWRS for an individual who has experienced a name change (for instance high school diploma vs current legal name, among others.)





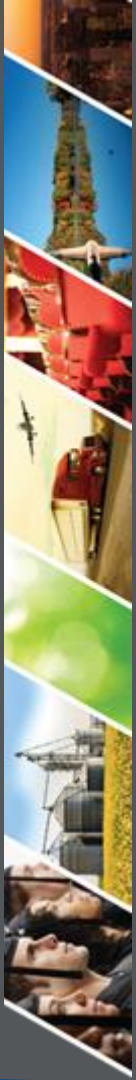
# High School Diploma





# Cohort Structure

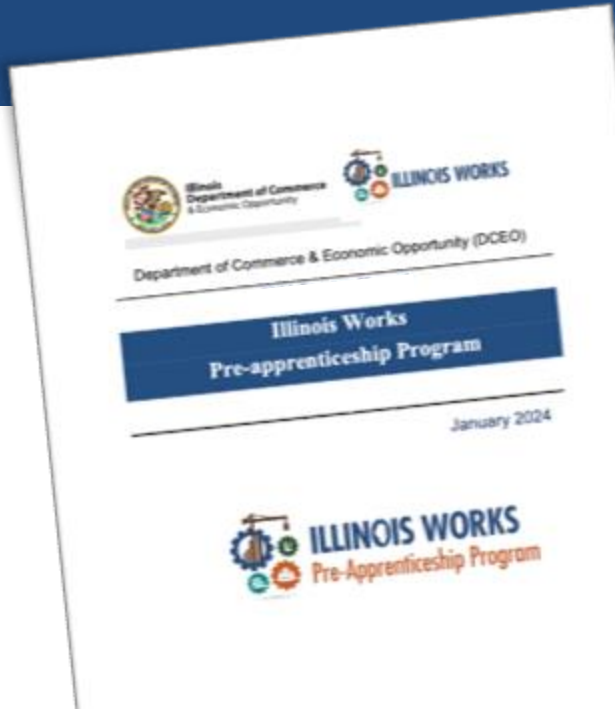




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# Section 6: Participant Wrap-Around Services and Student Support Services





# Transportation Cost

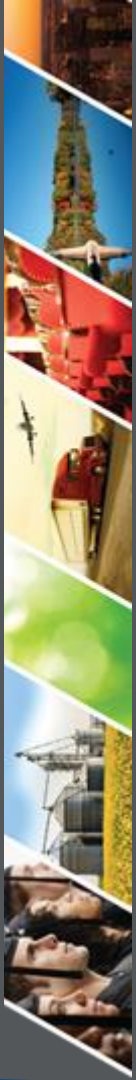




# Attendance Rosters



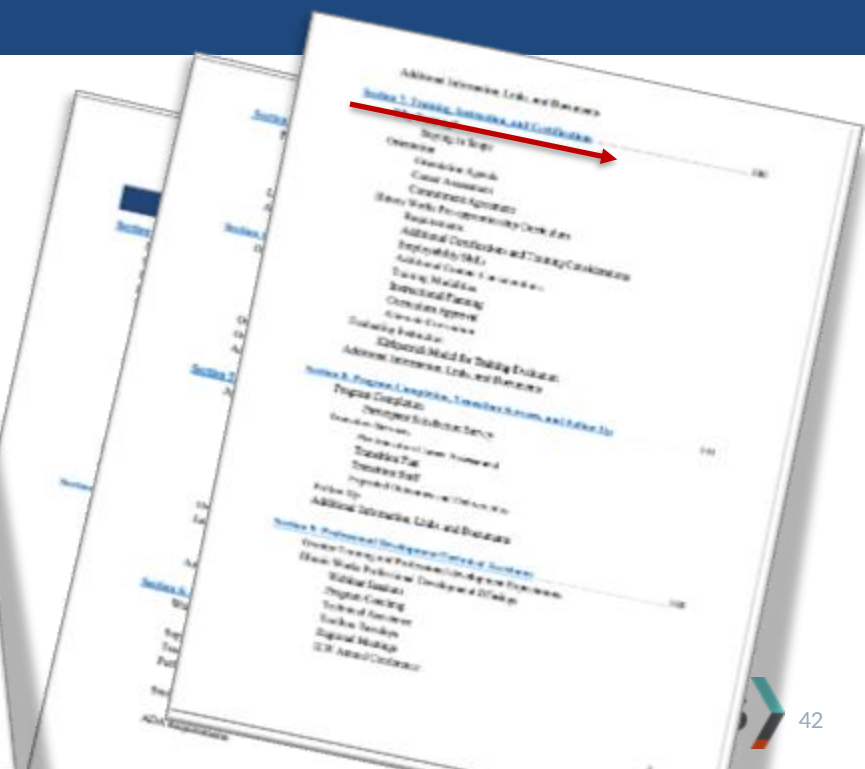
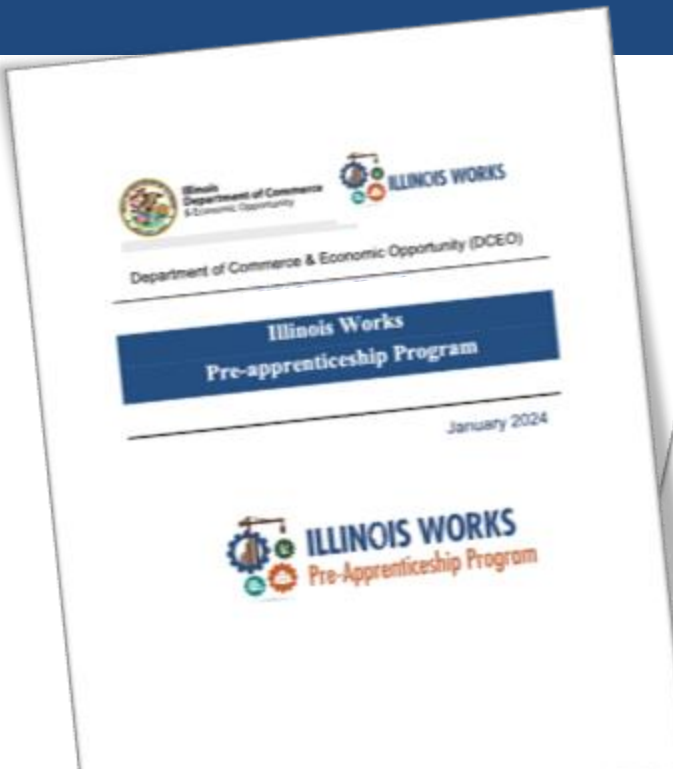




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# Section 7: Training, Instruction, and Certificates





# Curriculum Requirements





# Illinois Community College Board



The Illinois Works Pre-Apprenticeship Program welcomes construction education programs offered by high schools and colleges.

This section now clarifies that this includes construction curricula accredited through the **Illinois Community College Board (ICCB)** taken for college credit and receiving a college certificate or taken for no college credit and only receiving a college certificate.



# Instructional Tools Requirements





# OSHA Construction





# NCCER Career Safe OSH-10 Curriculum

**CareerSafe** is an asynchronous curriculum; that provides training, and assessments specific to OSHA-10 guidelines.

It is important that Grantee organizations keep in mind that CareerSafe instruction must be taught **in person**, in an **interactive** format, and it must be **facilitated** by an NCCER Certified Instructor with required knowledge, experience, and training in Construction Safety practices.





# Personal Protective Equipment (PPE)

- Head Protection
- Eye and Face Protection
- Hearing Protection
- Respiratory Protection
- Hand Protection
- Foot Protection
- Back Support







# Reusable Personal Protective Equipment (PPE)

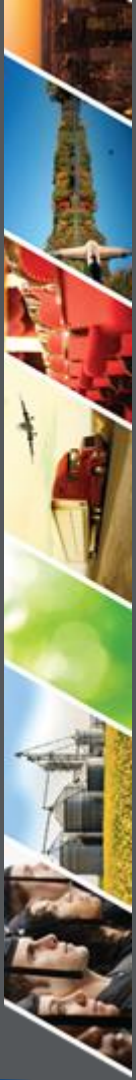




# The U.S. Department of Labor



In addition to DCEO and ICCB Illinois Essential Employability Skills Framework, grantees should ensure that their workforce development program aligns with the **U.S. Department of Labor: Employment and Training Administration Notice No. 23-23** which define the criteria necessary for a quality pre-apprenticeship program.

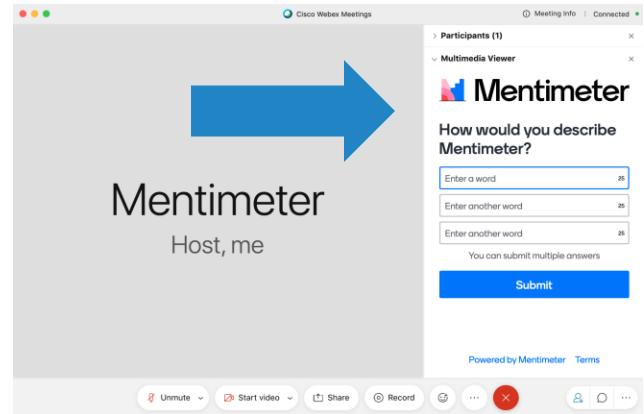
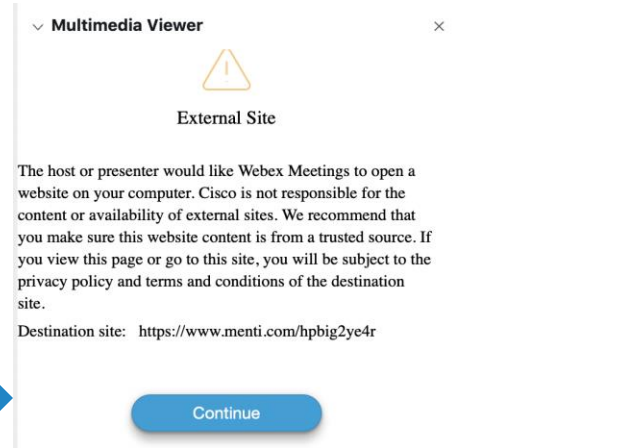


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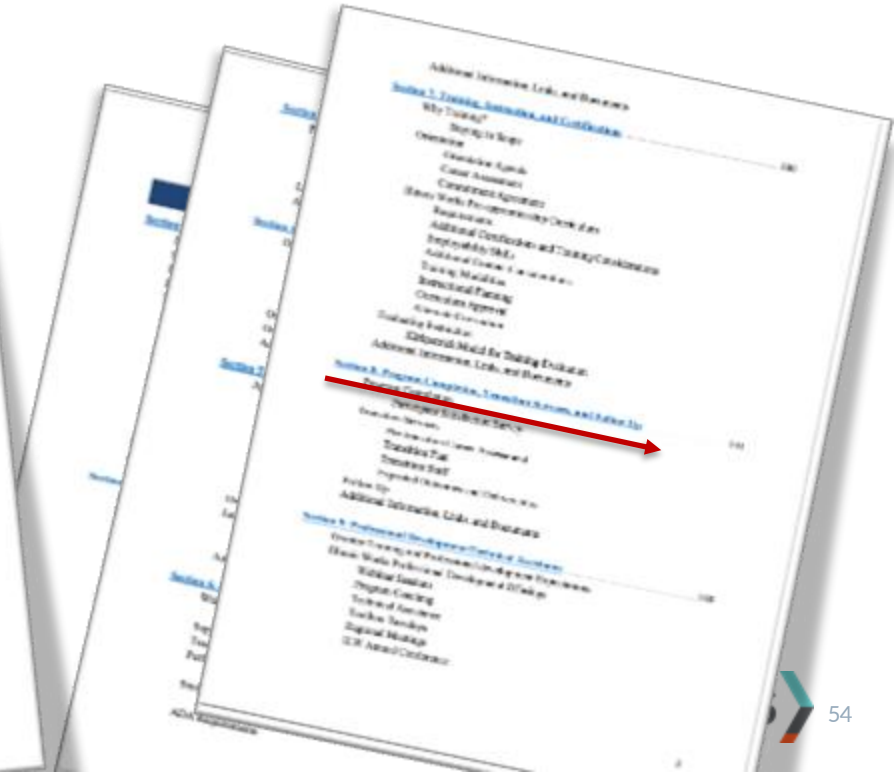
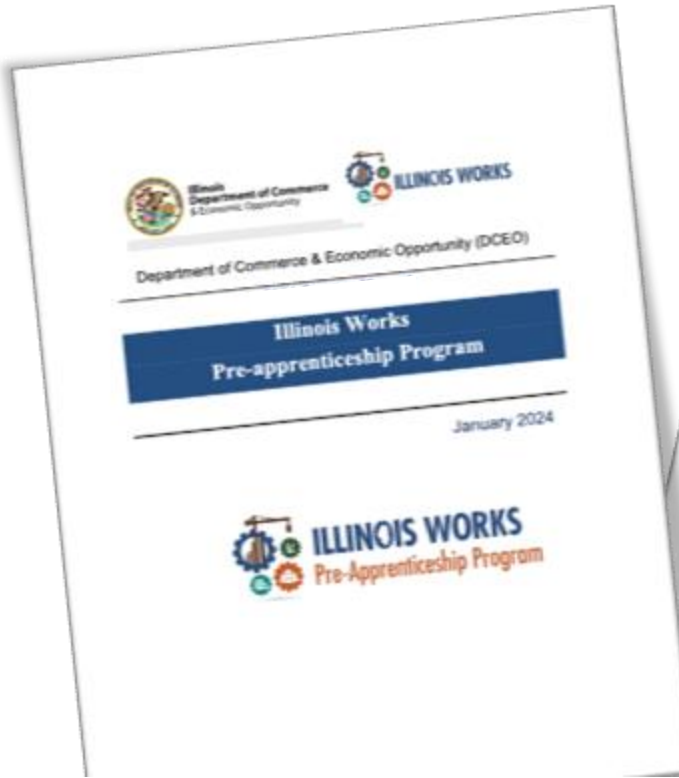
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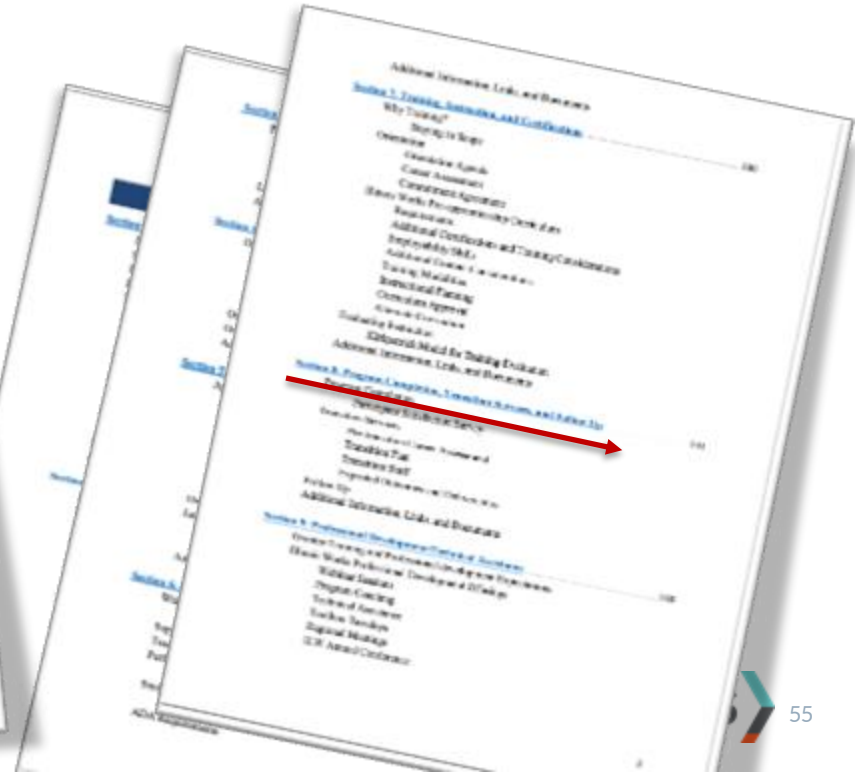
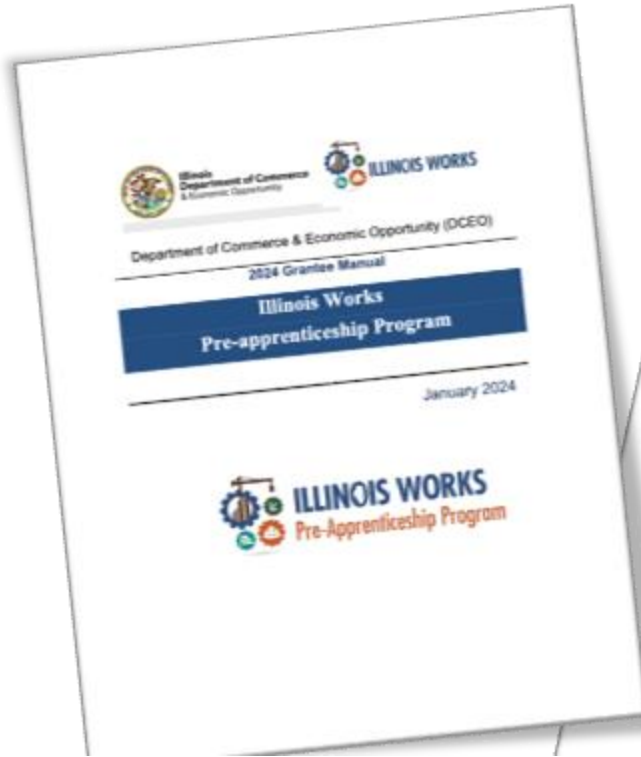


# Section 8: Program Completion, Transition Services, and Follow Up





# Section 8: Program Completion, Transition Services, and Follow Up





# Graduation





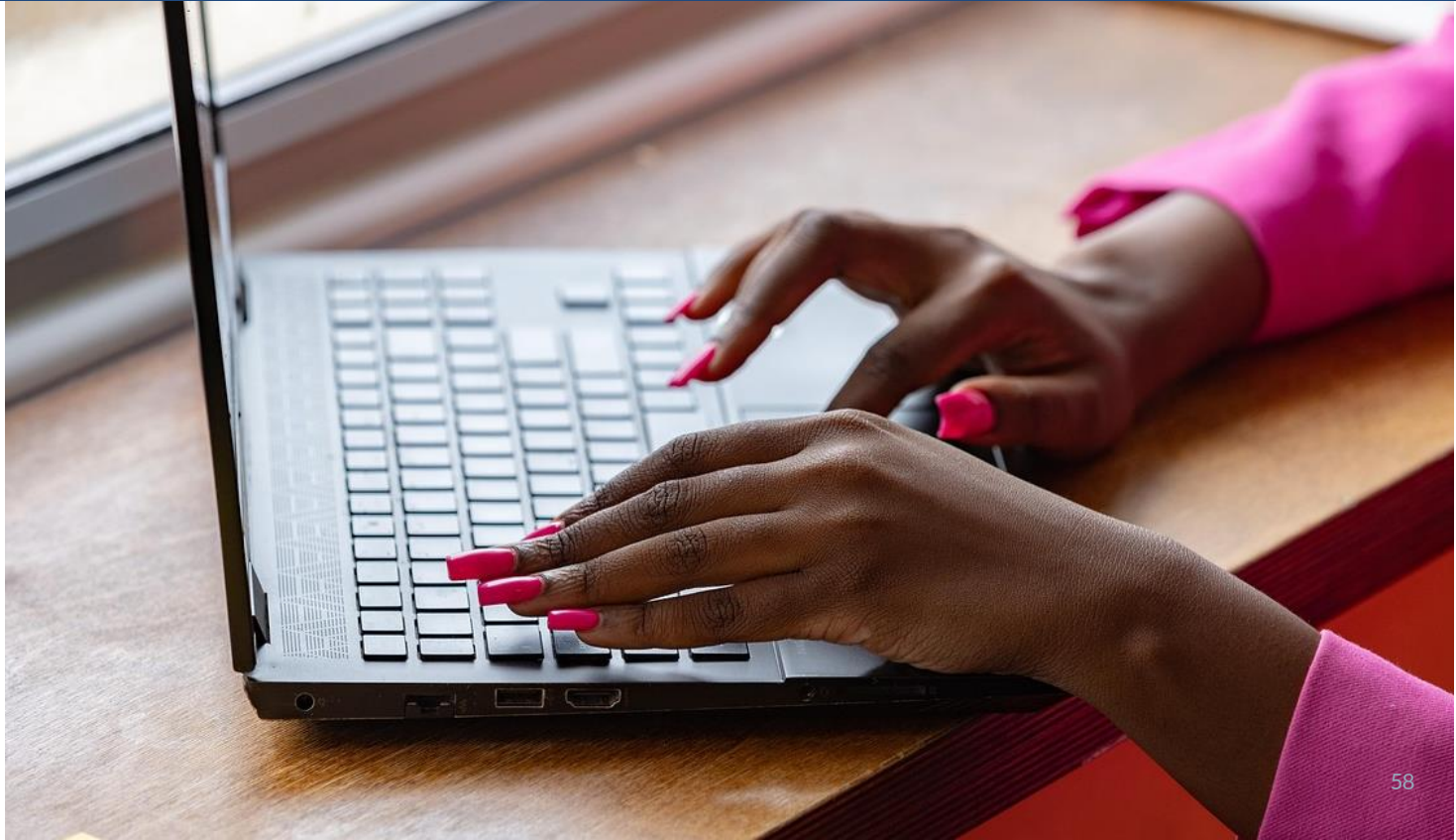


# Participant Satisfaction Survey





# The Career Pathway Management Platform (CPMP)





# Transition Services

The description for several of **Transition Service** have been enhanced.

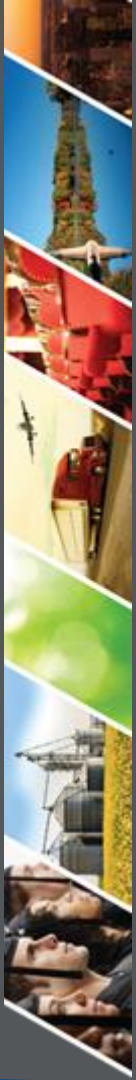
- Apprenticeship Application Fees
- Assistance with Completing an Apprenticeship Program Application
- Job Search Assistance





# Communicating to ILWPP Participants

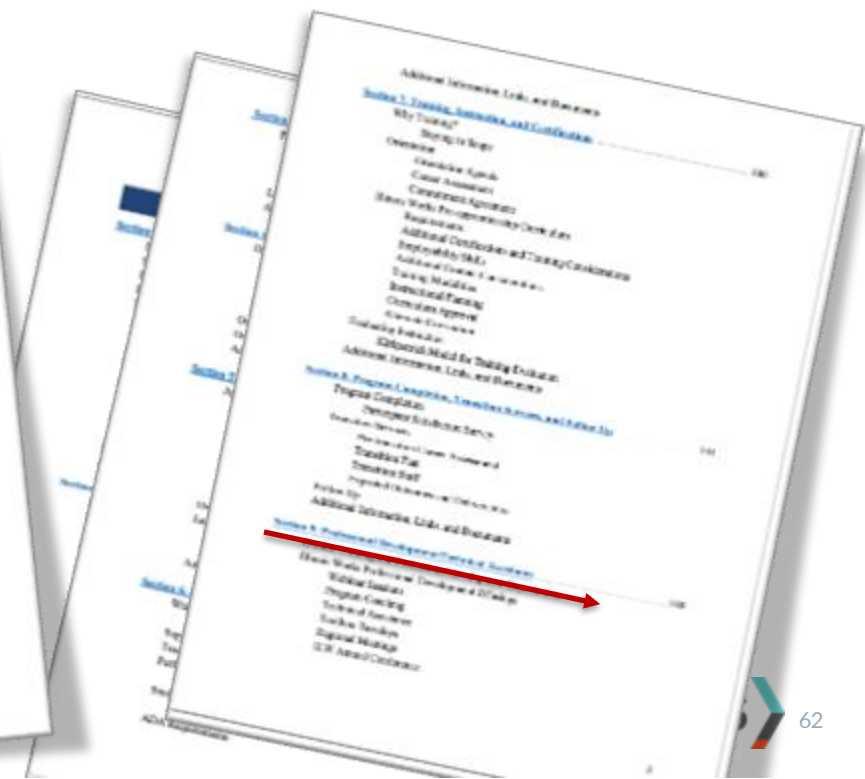
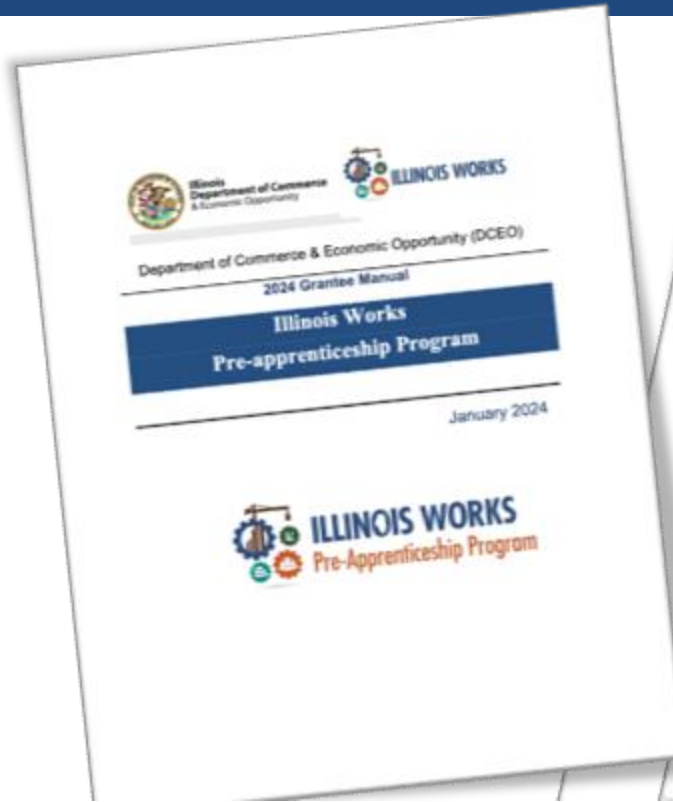




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# Section 9: Professional Development and Technical Assistance





# Professional Development





# Community of Practice (CoP)





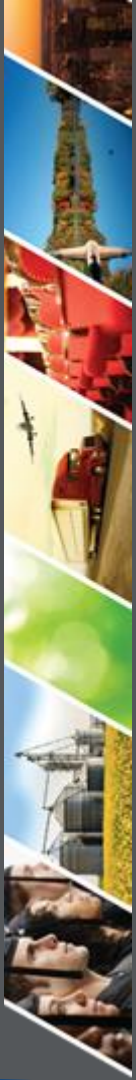


# 2025 Onboarding Schedule



## Professional Development

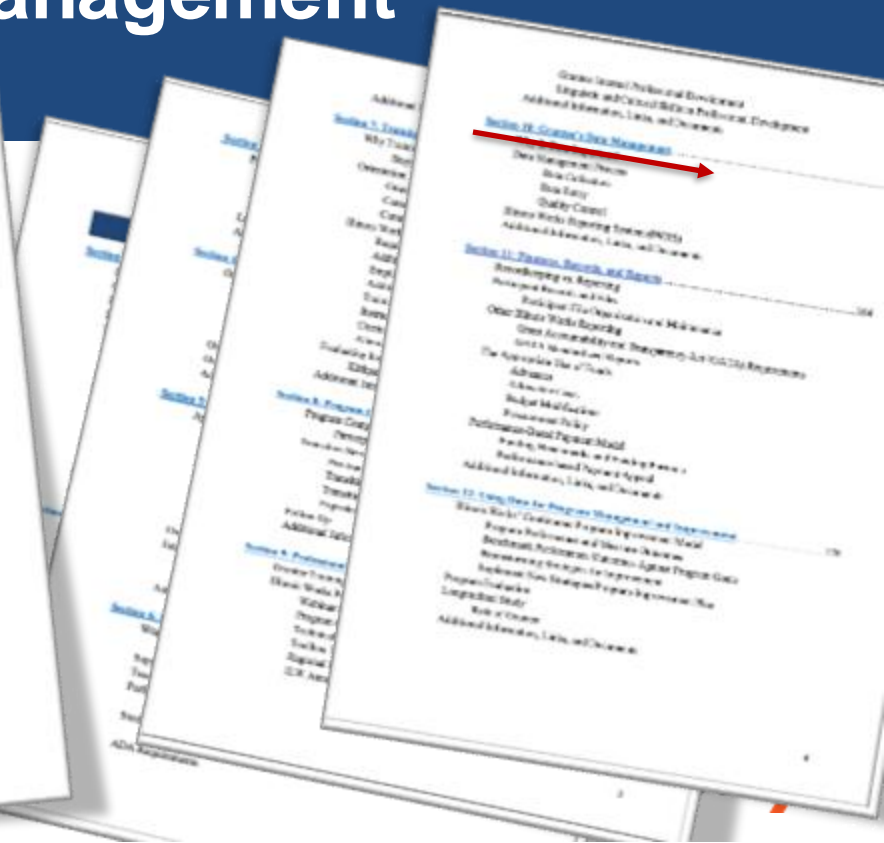
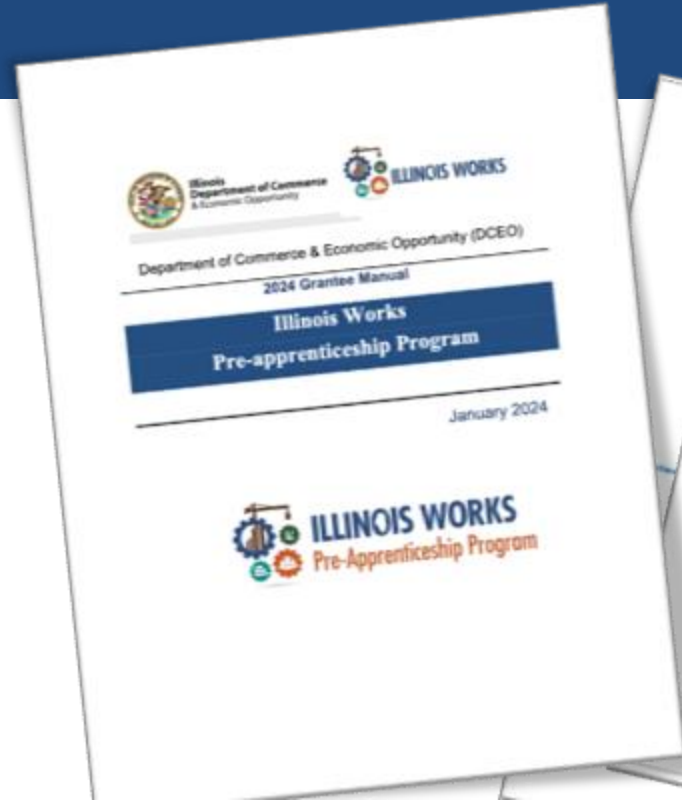
Event	Event Type	Audience	Date	Registration Link
2025 ILWPP Administrative Orientation Onboarding & Quarter I Administrators Meeting	In-Person	New Grantees & Renewal Grantees	1/28/2025 - 1/29/2025	<a href="#">Registration</a>
	NIJ Naperville Conference Center 1120 E Diehl Road Naperville, IL 60563			
2025 Grantee Manual Updates	Webinar	Renewal Grantees	2/4/2025	<a href="#">Registration</a>
Train-the-Trainers: Knowledge, Tools and Skills for Creating a Respectful Workplace	Webinar	All trainers, presenters, and facilitators	2/5/2025	<a href="#">Registration</a>
2025 Grantee Manual: Session I	Webinar	New Grantees	2/6/2025	<a href="#">Registration</a>
2025 IWRS: Session I	Webinar	New Grantees	2/11/2025	<a href="#">Registration</a>
2025 IWRS Updates	Webinar	Renewal Grantees	2/13/2025	<a href="#">Registration</a>
Grantee Manual: Session II	Webinar	New Grantees	2/18/2025	<a href="#">Registration</a>
2025 IWRS: Session II, III, & IV	In Person	New Grantees	2/20/2025	<a href="#">Registration</a>
	NIJ Rockford Conference Center 8500 E. State St. Rockford, IL 61108			
Grantee Manual: Session III	Webinar	New Grantees	2/25/2025	<a href="#">Registration</a>
2025 Illinois Works Coaching Needs Assessment Questionnaire	Webinar	New Grantees & Renewal Grantees	2/27/2025	<a href="#">Registration</a>

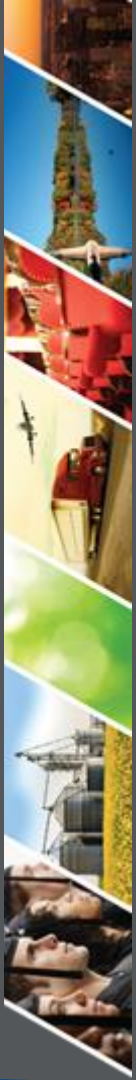


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# Section 10: Grantee Data Management

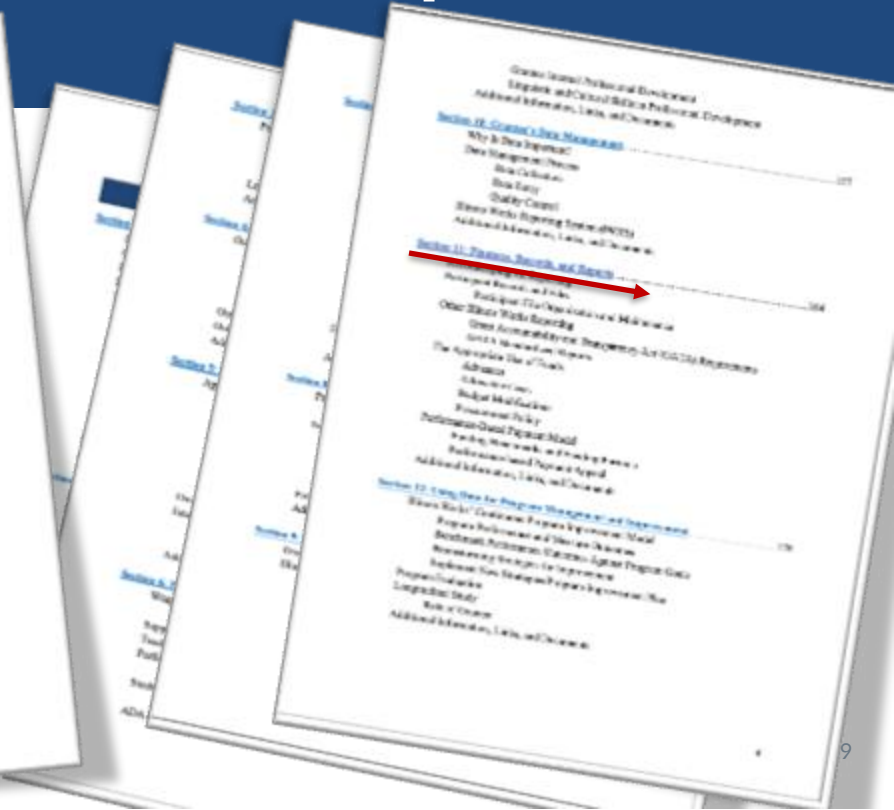
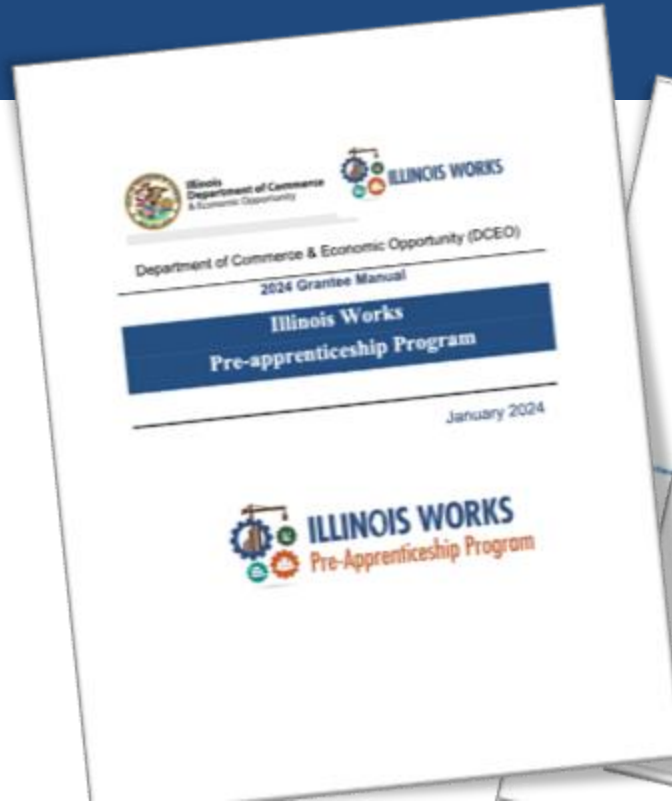




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# Section 11: Finances, Records, and Reports





# ILW Financial Grant Manager





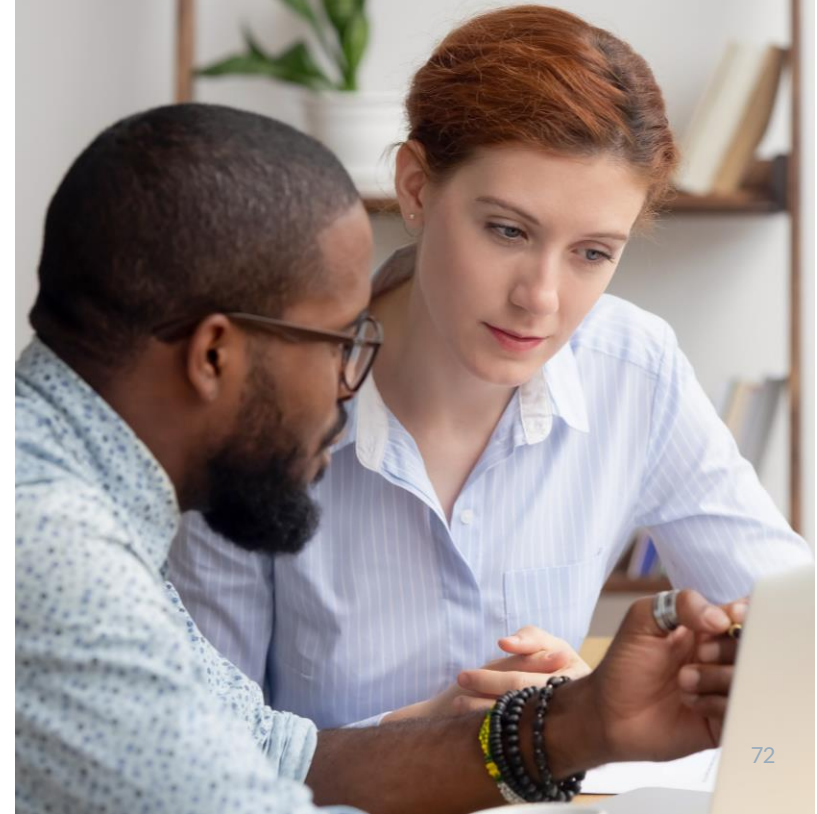
# Allowable Cost





# Budget Modification

1. Submit an updated budget template to their assigned Grant Manager via email with all budget changes highlighted.
2. The Office of Illinois Works will review the submission. Additional information or documentation may be requested to complete this review.
3. ILW Financial Grant Manager will then begin their review of the modification request and may need additional information from the grantee prior to entering the modification into the state grant system.
4. Once additional information or documentation is reviewed and approved by ILWPP, the grantee will be notified of the approval via email.

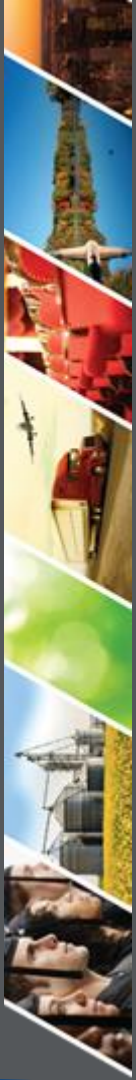






# Preliminary Verification

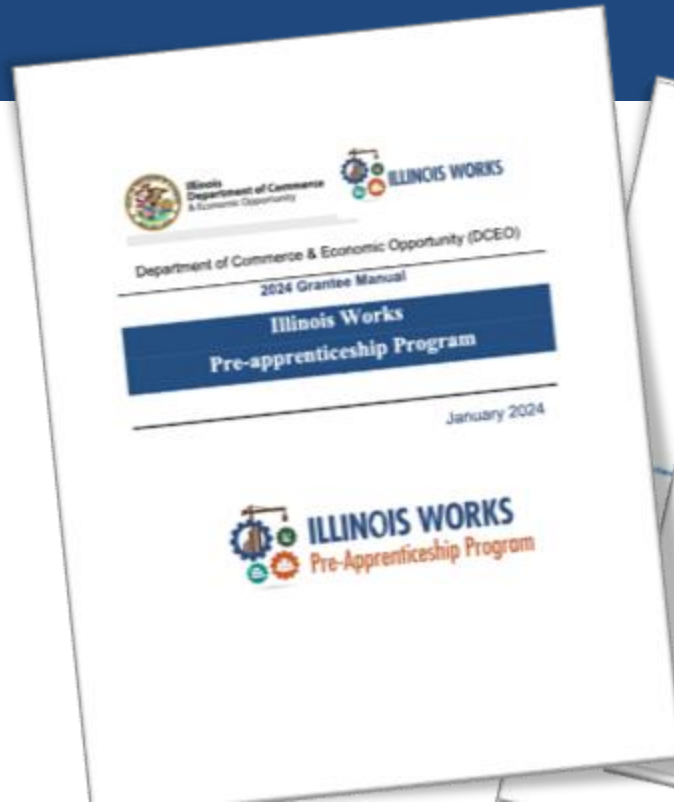




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# Section 12: Using Data Management

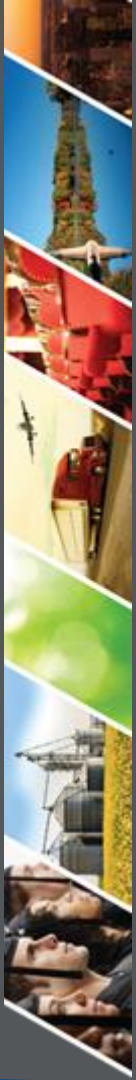


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Brainstorming Strategies for Improvement	
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Participants Enrolled in Multiple ILW Pre-apprenticeship Programs	
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Progressive Corrective Action Extension	
Quarterly Administrator Action	
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Audit Types	
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Additional Information, Links, and Documents	
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# Participant Satisfaction Survey

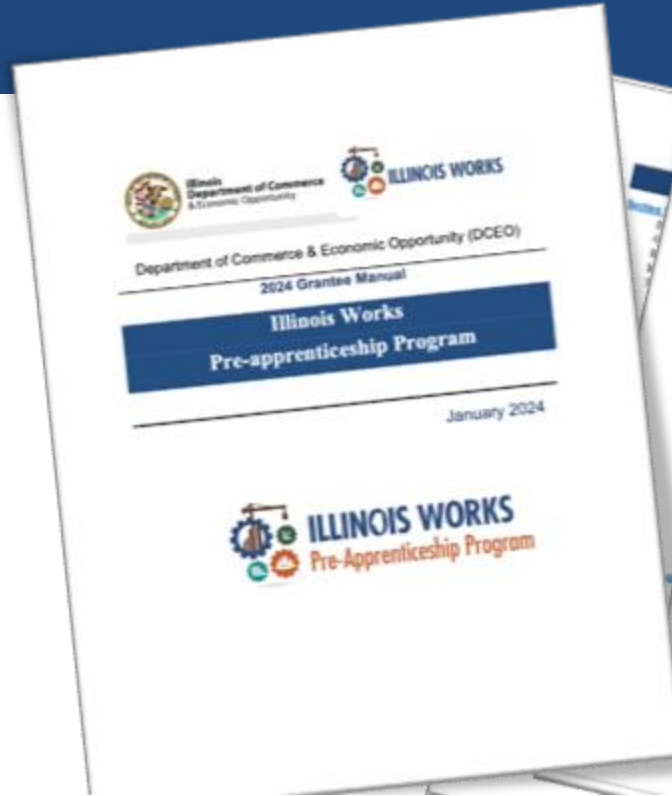




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# Section 13: Programmatic Monitoring





# Enrollment Verification





# Primary Transition



- Preliminary Verification
- Final Verification
- Preliminary Verification Documentation
- Final Verification Documentation





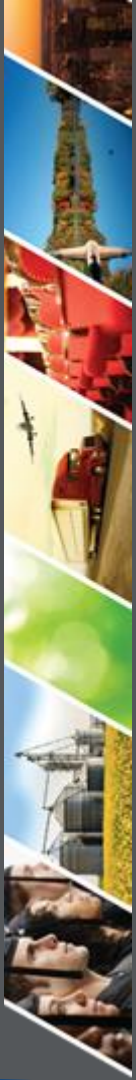


# Carryover Credit Administrative Extension



- Continue submitting PPRs and PFRs to the ILW Financial Grant Manager per the required schedule outline in their grant agreement.
- Communicate in writing with their Grant Manager when documentation or information is entered for completions or transitions into the Illinois Works Reporting System.
- Continue active follow-up with participants and support them to complete and transition.

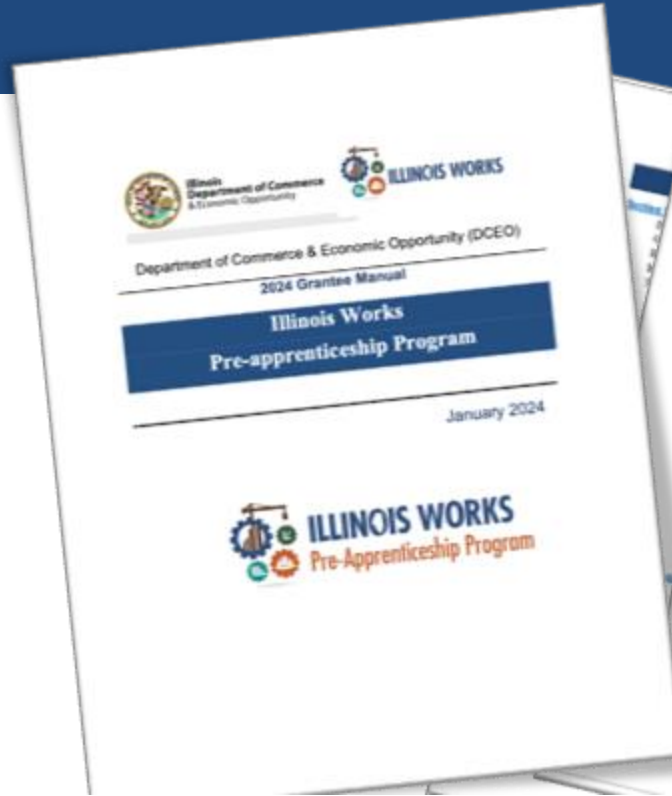


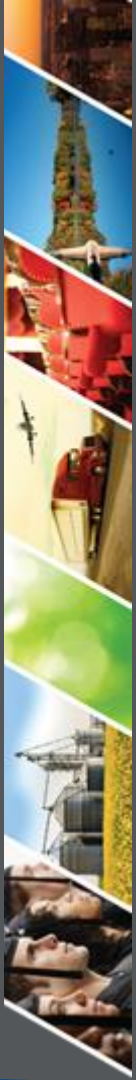


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# Section 14: Audit Requirements



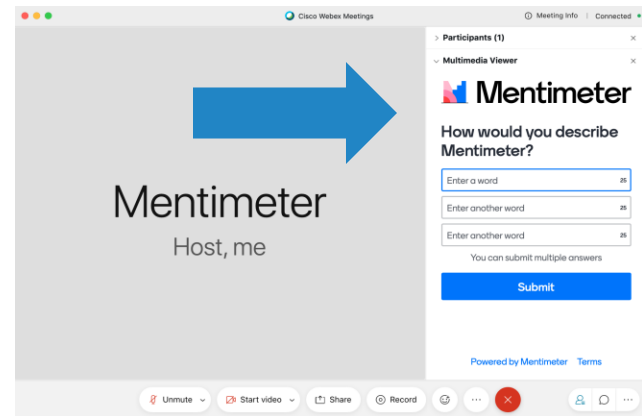
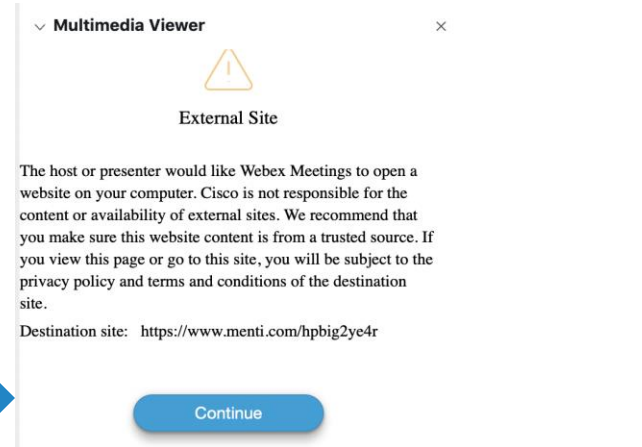


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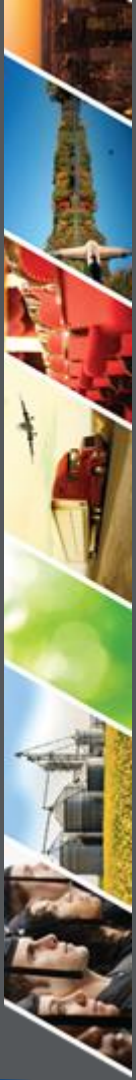


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# Feedback ~ We want to hear from you





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



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**Department of Commerce**  
& Economic Opportunity  
JB Pritzker, Governor