

**FY27 ICCB FAQs - ICCB WEI Continuation Plan
Information Session
January 28, 2026**

Please Submit FY27 WEI Continuation Plan Questions to: ICCB.submitrfp@illinois.gov

Q: What would contribute to not being in good standing for ICCB?

An institution may be considered not in good standing with the ICCB for several reasons. An example may be, if a college is working with another state agency and have not met required obligations, they may be placed on a stop payment list through the Illinois Office of the Comptroller. If that is the case, the ICCB would have to comply as well. Once these obligations have been cleared, ICCB funding will be reinstated.

If a college is not in good standing with the ICCB, it may result in a delay of funding. This may include but is not limited to unresolved issues, such as missing reports, outstanding budgets, or unmet reporting requirements.

Q: Can I get more clarification on what constitutes "already enrolled"?

The intent of WEI is to bring in new learners to the college for short-term training programs (year or less). ICCB does not allow colleges to pick up "already enrolled" students from other academic programs and then count them as WEI in the last semester or year of their "already enrolled" academic program. Ideally, the student is receiving support throughout their WEI training program, and the WEI training program must be year or less.

In some instances, currently enrolled WEI students might opt to enroll in a second WEI credential. This stackable credential or additional WEI credential is allowable. In some instances, a previously enrolled WEI student had to stop out for any given reason, for example an illness. These returning students are allowed to continue, only if they meet your college's program criteria and if they haven't exceeded the one-year training requirement.

Q: Clarification on the last part...if a student completes their first year/ semester and then, needs WEI to prevent a "stop/ drop out" to graduate... for funding for tuition, books, equipment and/or exams, would they not be eligible for FY 27?

If a student completes their one-year WEI training program, supportive services should be provided in the fiscal year in which training services were rendered. However, other outside referrals may be made to other community organization, DHS offices, WIOA programs, or other local programs. Additional questions should be sent to the ICCB and will be handled on a case-by-case basis.

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Q: What constitutes experiencing poverty? How does that need to be determined?

Poverty is generally determined by reviewing available economic and demographic data for your community. Institutions are responsible for identifying and documenting their local poverty rates, which may vary by region and district.

Common data sources include the Illinois Department of Commerce and Economic Opportunity (DCEO) and Illinois Department of Employment Security (IDES), both of which provide publicly available economic data. Additional indicators may include participation in SNAP (food assistance) programs and enrollment numbers for free or reduced-price lunch programs within local school districts.

There is no single required metric; instead, institutions should use a combination of reliable data points to demonstrate the level of poverty experienced in their communities.

Q: So, if a person lives in one of those areas, they would qualify as low income even if they do not receive one of those benefits?

Yes, potentially. Institutions should rely on credible data sources and clearly cite those sources when identifying low-income or underrepresented populations. While public benefit participation (such as SNAP or free lunch programs) is one indicator, it is not the only way to demonstrate need. Ultimately, institutions are responsible for determining and documenting eligibility criteria within their own programs, using appropriate and well-supported data.

The Continuation Plan states that colleges should prioritize individuals from underrepresented populations residing in Disproportionately Impacted Areas. It also asks for the colleges to explain their process and selection criteria for individuals to participate in the program. Ideally, all participants would demonstrate need based on the criteria that the college establishes. In the past, colleges have described using different indicators, such as public benefit recipient, income level, FAFSA score, length of unemployment, justice impacted, etc. Colleges should propose their selection criteria in the FY27 Continuation Plan. There is a section in the Narrative for Justification of Need. The bottom bullet (Selection of Underrepresented Populations) states that colleges should explain the process and criteria for selecting underrepresented populations to participate in the program.

Q: Are we limited in how much we can ask for by our previous requests? For instance, if we requested 800K in the past two years, can we only request 800K or less for this round?

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No. Applicants may request up to \$1,200,000, regardless of amounts requested in previous funding cycles. However, ICCB does not guarantee that the full requested amount will be awarded.

Q: Will funds be awarded in one lump sum payment like prior years?

Yes. Funds will be awarded as a single lump-sum payment, consistent with prior years.

Q: Does the font in the charts/graphs have to be 12 point?

No. The font in charts and graphs does not need to be 12-point; however, it must be clear and readable for reviewers.

Q: Are you asking for the language "terms and conditions" to be included in the letter? Will this replace a grant contract upon award?

No. Including the “terms and conditions” language in the cover letter does not replace the Intergovernmental Agreement (IGA). The IGA will still be issued to your institution after the award and will be reviewed and processed by the appropriate ICCB staff to ensure all requirements are met.

The purpose of the language on the cover page is simply to confirm that the institution’s CEO or President authorizes the submission of the application on behalf of the institution. Applicants should use the provided authorization statement on the cover page to indicate this approval.

Here’s the statement for the cover page:

The cover page must include the institution’s name, address, telephone number, website, as well as the contact information including email address, telephone number and extension, and fax number of the President/CEO, Chief Financial Officer, and Project Coordinator/Administrator.

The cover page must also provide a statement that stipulates:

“This application is being submitted on behalf of the <institution’s name>; and, if awarded, the applicant agrees to abide by the provisions and guidelines set forth in the application and by the ICCB. Furthermore, the individuals listed in the application are authorized to act on behalf of the institution.”

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This statement must be signed and dated by the President/Chief Executive Officer (CEO).

Q: Regarding branded materials, if we are providing school supplies for students, can they have our program logo on them? Are you saying that branded t-shirts would just be for staff, but not for students participating in the program?

Yes, branding is allowable especially if these supplies will benefit the students enrolled in the program. No, branded t-shirts may also be for students. An example, if the branded t-shirts are the desired uniform the program.

Q: Has this been recorded? If so, will we be getting a copy?

Yes, the session was recorded and is available on the ICCB website under FY27 WEI Continuation Plan → Resources. You can access it directly using this link:

Q: Should we email the Agency Approval page the same way we email the certification page, since it also needs to be signed?

The last tab of the Uniform Budget is the Agency Approval page. Colleges should leave these fields blank, as it is for ICCB, not the grantee. The agency approval page may be submitted with entire uniform budget.