

WAIVER EXTENSIONS

NOTE: The participant information on the IWDS screens in this document is not an actual person.

To extend the Waiver, the career planner will do the following:

On the state merit staff approved **Waiver**, under the section labeled **Waiver Extension Information Section** enter the waiver extension period, the initials of the career planner and the date.

Waiver Extension Information

24. This Waiver Extension #1 has been issued for the following period.

Waiver Extension Period: From: / / To: / /
Career Planner Initials: Date: / /

25. This Waiver Extension #2 has been issued for the following period.

Waiver Extension Period: From: / / To: / /
Career Planner Initials: Date: / /

If applicable, record any criteria change that attributed to the extension under the **Waiver Criteria Change Section** of the **Waiver**.

To extend the Waiver:

Click **List TAA Status** on the **Application Menu** for the participant.

Application Menu
 Steve Perry Application Summary
 SSN: 0503 App LWA:15 App Date:02/13/2019
 Printable Application

Application

- Guided Application
- Application Definition
- Assessment Summary
- TAA Training Criteria
- TAA Additional Info
- Concurrent Programs
- Characteristics and Barriers
- Employment Characteristics
- Education Status
- Tests
- Public Assistance
- Family Characteristics
- Income Calculation
- Dislocated Worker Characteristics
- LWA Specific Data Eligibility Determination
- List TAA Status**
- List IDES View

Profile

- Contact Information
- Additional Contacts
- Private Information
- Veterans Information
- Employment History
- Credentials
- Education Status - In Program Update
- Measurable Skill Gains
- List All Documents
- Create TAA Template

Services

- List Enrolled Services
- List Part Time/Distance Learning

Exit

- Exit Summary
- View Wages
- View TAA Costs

Click **View** for the **Waiver Status Record**.

List TAA Status
 Steve Perry Application Summary
 SSN: 0503 App LWA:15 App Date:02/13/2019

Add TAA Status Return


	Start Date	End Date	Status	Approval Status	Last Updated By	Date
View	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
View	02/13/2019		IEP	Approved	Sheila Sloan	02/25/2019

Add TAA Status Return

Update the **Status End Date** to the new **Waiver** end date.

Enter a dated comment in the **Comment Box** describing the reason for the waiver extension.

Click **Save**. This will set the record to pending approval status.

 **IWDS** Illinois Workforce Development System **Case Management**

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)
Case Notes
[Add Case Notes](#)
[List Case Notes](#)
Universal Services
[Add Local Service](#)
[List All Services](#)
FAQs
[I'm Done: Log Off](#)

Maintain TAA Status

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

TAA Petition Number: 90900 **TAA Act:** 2015
Employer Name: Caterpillar

Status: Waiver from Training Requirement
Entry Date: 02/25/2019
Status Start Date:
Initial Status End Date:
Status End Date:
Waiver Reason:

Extensions to Status End Date or Waiver Reason require DCEO Approval

Comments:
11/1/2021 - Waiver extension needed due to enrollment not available until January 19, 2021.
12/13/19 - requesting waiver for customer


Qualifies Under 45 Day Extension:
Qualifies Under 60 Day Extension:
Qualifies Under Federal Good Cause Provision:
Qualifies Under Equitable Tolling:

Created By: Sheila Sloan **Date Created:** 02/25/2019
Last Updated By: Sheila Sloan **Date Last Updated:** 02/25/2019

Approval Type	Approver	Approved/Denied Date	Approval Status	Previous Waiver End Date
Original	Sheila Sloan	02/25/2019	Approved	

Update the **IEP Status Record** with a dated comment in the **Comment Box**.

From the **List TAA Status** click **View** for the **IEP Status Record**.

 **IWDS** Illinois Workforce Development System **Case Management**

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

List TAA Status

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	Sheila Sloan	02/25/2019

Enter a dated comment in the **Comment Box** describing the waiver criteria change and reference the **Case Note** that describes the change.

Click **Save**. This will set the record to a pending status for approval.

IWDS
Illinois Workforce
Development System
Case Management

Menus

[Staff Menu](#)

[Customer Menu](#)

[Application Menu](#)

Case Notes

[Add Case Notes](#)

[List Case Notes](#)

Universal Services

[Add Local Service](#)

[List All Services](#)

FAQs

[I'm Done: Log Off](#)

Maintain TAA Status

[Steve Perry](#) [Application Summary](#)
SSN: 0503 **App LWA:**15 **App Date:**02/13/2019

TAA Petition Number: 90900 **TAA Act:** 2015
Employer Name: Caterpillar

Status: IEP
Entry Date: 02/22/2019
Status Start Date: 02/13/2019
Status End Date:

Changes to Comments or IEP Amount Approved require DCEO Approval

Comments:

IEP Amount Approved:

Created By: Sheila Sloan **Date Created:** 02/22/2019
Last Updated By: Sheila Sloan **Date Last Updated:** 02/25/2019

Approval Type	Approver	Approved/Denied Date	Approval Status	Previous IEP Amount
Original	Sheila Sloan	02/25/2019	Approved	

Doc ID	Screen	Document Type	Date Stored	Date Reviewed	Reviewed By
There is nothing to display.					

Update the paper **IEP Modification Form #014a**. Fill out all necessary fields and mark **Waiver Change** and **Date Extension**.

TRADE INDIVIDUAL EMPLOYMENT PLAN (IEP) MODIFICATION FORM



Pre-Approved Modification to Plan			
1. Participant Name: <input style="width: 80%;" type="text"/>	2. Modification #: <input style="width: 80%;" type="text"/>		
3. Date of Modification Request: <input style="width: 40%;" type="text"/>	4. Date Modification to Take Effect: <input style="width: 40%;" type="text"/>		
5. Reason for Modification: (select all that apply and complete information for the reason) NOTE: Some modifications may require submission of a new and/or updated Trade forms.			
<input type="checkbox"/> Invoking Equitable Tolling Justification: <input style="width: 80%;" type="text"/>			
<input style="border: 2px solid red;" type="checkbox"/> Waiver Change: <input type="checkbox"/> Criteria Change <input style="border: 2px solid red;" type="checkbox"/> Date Extension <input type="checkbox"/> Revocation			
<input type="checkbox"/> Additional service(s) List Service(s): <input style="width: 80%;" type="text"/>	<input type="checkbox"/> End Service List Service(s): <input style="width: 80%;" type="text"/>		
<input type="checkbox"/> Date Extension Reason: <input style="width: 80%;" type="text"/> Current End Date: <input style="width: 40%;" type="text"/> New End Date: <input style="width: 40%;" type="text"/>	<input type="checkbox"/> Switch to a New Training Program Reason: <input style="width: 80%;" type="text"/> Current Training Institution: <input style="width: 80%;" type="text"/> Current Training Program: <input style="width: 80%;" type="text"/> New Training Institution: <input style="width: 80%;" type="text"/> New Training Program: <input style="width: 80%;" type="text"/>		
<input type="checkbox"/> Changes in Cost Reason: <input style="width: 80%;" type="text"/>	<input type="checkbox"/> Change in Full-Time/Part-Time Status Reason: <input style="width: 80%;" type="text"/>		
<input type="checkbox"/> Potential Suspension Start Date: <input style="width: 40%;" type="text"/>		<input type="checkbox"/> Switch in On-Site/Online Status	
<input type="checkbox"/> Vacation Break Start Date: <input style="width: 40%;" type="text"/> End Date: <input style="width: 40%;" type="text"/>		<input type="checkbox"/> Final Cost Reconciliation	<input type="checkbox"/> Other <input style="width: 80%;" type="text"/>
<input type="checkbox"/> Switch from Transportation to Subsistence		<input type="checkbox"/> Switch from Subsistence to Transportation	
6. How does the modification affect the total IEP cost?			
Increase \$ <input style="width: 80%;" type="text"/>	Decrease \$ <input style="width: 80%;" type="text"/>	<input type="checkbox"/> No Change	New Total IEP Amount \$ <input style="width: 80%;" type="text"/>
7. Documentation to support Modification: (Mark all that apply)			
<input type="checkbox"/> Training institution documentation	<input type="checkbox"/> Participant documentation/request	<input type="checkbox"/> File Audit	
<input type="checkbox"/> Other: List documentation: <input style="width: 80%;" type="text"/>			

Upload the **Waiver, IEP Modification Form** and supporting documentation to IWDS.

To upload documents in IWDS, click on **List All Documents** under the **Profile** section on the **Application Menu**.

IWDS Illinois Workforce Development System **Case Management**

Application Menu
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Application

- [Guided Application](#)
- [Application Definition](#)
- [Assessment Summary](#)
- [TAA Training Criteria](#)
- [TAA Additional Info](#)
- [Concurrent Programs](#)
- [Characteristics and Barriers](#)
- [Employment Characteristics](#)
- [Education Status](#)
- [Tests](#)
- [Public Assistance](#)
- [Family Characteristics](#)
- [Income Calculation](#)
- [Dislocated Worker Characteristics](#)
- [LWA Specific Data](#)
- [Eligibility Determination](#)
- [List TAA Status](#)
- [List IDES View](#)

Profile

- [Contact Information](#)
- [Additional Contacts](#)
- [Private Information](#)
- [Veterans Information](#)
- [Employment History](#)
- [Credentials](#)
- [Education Status - In Program Update](#)
- [Measurable Skill Gains](#)
- List All Documents**
- [Create TAA Template](#)

Services

- [List Enrolled Services](#)
- [List Part Time/Distance Learning](#)

Exit

- [Exit Summary](#)
- [View Wages](#)
- [View TAA Costs](#)

Click **Add Document**.

IWDS Illinois Workforce Development System **Case Management**

List All Documents
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**

	Doc ID	Screen	Document Type	Date Stored	Date Reviewed	Reviewed By
<input type="button" value="Remove"/>	Z1	Application Menu	Form #014 DCEO/Trade Individual Employment Plan	Tue May 25 13:25:10 CDT 2021		

Click **Browse** to search for the document to upload. Once you find the file, double click the document or select it and click **Open**.

Then select the **Type** from the drop down options. There should be an option to select any of the Trade forms.

Each document can be uploaded separately or combined into a single document. If you upload the documents as one single document, select **Form #014 DCEO/Trade Trade Individual Employment Plan** as the **Type**. If you upload the documents as separate documents, select the appropriate name from the drop down options for **Type**.

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Path:

Type:

- Form #001 2021R Trade Benefits Rights and Obligations
- Form #002 DCEO/Trade Trade Application
- Form #003 DCEO/TAA 2002 TAA Illinois Waiver from Training
- Form #003 DCEO/TAAEA 2011 TAAEA Illinois Waiver from Training
- Form #003 DCEO/TAARA Illinois Waiver from Training
- Form #003 DCEO/TGAAA 2009 TGAAA Illinois Waiver from Training
- Form #003 2021R Illinois Waiver from Training
- Form #003a DCEO/Trade Trade Waiver Termination Letter
- Form #003b DCEO/Trade Trade Waiver Non-Compliance Letter
- Form #003c DCEO/Trade Trade Potential Suspension Letter
- Form #003d DCEO/Trade Trade Waiver Revocation Letter
- Form #003e DCEO/Trade Trade Waiver from Training Fact Sheet
- Form #004 DCEO/TAA TAA Bona Fide Application for Training
- Form #004 DCEO/TAA2014R Bona Fide Application for Training
- Form #004 2021R Trade Bona Fide Application for Training
- Form #005 DCEO/Trade Eligibility Determination for Trade Transportation/Subsistence Assistance
- Form #005 DCEO/Trade Eligibility Determination for Trade Travel Assistance
- Form #006 DCEO/Trade Verification of Trade Training Enrollment
- Form #006 DCEO/TAAEA Verification of TAAEA Training Enrollment
- Form #006 DCEO/TAA2014R Verification of Training Enrollment
- Form #006 DCEO/TGAAA Verification of TGAAA Training Enrollment
- Form #006a DCEO/Trade Bi-Weekly Verification of Trade Training Attendance
- Form #006b DCEO/Trade Trade Training Requirements Fact Sheet
- Form #006c DCEO/Trade Training Benchmark Warning Letter
- Form #006c DCEO/TAAEA TAAEA Training Benchmark Warning Letter
- Form #006d DCEO/Trade Training Program Tracking Form
- Form #006e DCEO/Trade Training Program Course Tracking Form
- Form #007 DCEO/Trade Trade Individual Training Account (ITA) Projection
- Form #008 DCEO/Trade Trade On-the-Job Training OJT Agreement
- Form #009 DCEO/Trade Trade On-the-Job Training OJT Invoice

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

IWDS Illinois Workforce Development System **Case Management**

Application Menu
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**
 Printable Application

Services

- List Enrolled Services
- List Part Time/Distance Learning

Exit

- Exit Summary
- View Wages
- View TAA Costs

Application

- Guided Application
- Application Definition
- Assessment Summary
- TAA Training Criteria
- TAA Additional Info
- Concurrent Programs
- Characteristics and Barriers
- Employment Characteristics
- Education Status
- Tests
- Public Assistance
- Family Characteristics
- Income Calculation
- Dislocated Worker Characteristics
- LWA Specific Data
- Eligibility Determination
- List TAA Status
- List IDES View

Profile

- Contact Information
- Additional Contacts
- Private Information
- Veterans Information
- Employment History
- Credentials
- Education Status - In Program Update
- Measurable Skill Gains
- List All Documents
- Create TAA Template

Menus

- Staff Menu
- Customer Menu
- Application Menu

Case Notes

- Add Case Notes
- List Case Notes

Universal Services

- Add Local Service
- List All Services

FAQs

I'm Done: Log Off

Click on **Trade Case Management – TAA**.

IWDS Illinois Workforce Development System **Case Management**

Services
[Steve Perry](#) [Application Summary](#)
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**

Add Enrolled Service Printable Services Return

3 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
10/25/2020	10/25/2020	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

Page 1 of 1

Add Enrolled Service Printable Services Return

Menus

- Staff Menu
- Customer Menu
- Application Menu

Case Notes

- Add Case Notes
- List Case Notes


Universal Services

- Add Local Service
- List All Services

FAQs

I'm Done: Log Off

Click Add Additional Episode.

 **IWDS** Illinois Workforce Development System **Case Management**

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)
Case Notes
[Add Case Notes](#)
[List Case Notes](#)
Universal Services
[Add Local Service](#)
[List All Services](#)
FAQs
[I'm Done: Log Off](#)

Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021

Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management Same Day Service

***Grant:** 17661015-United Workforce Development Board aka Career Link ▼
Provider: *1502-00 Carl Sandburg College

Start Date: 10/25/2020
End Date: 10/25/2020
Current Status: Successful Completion
***Weekly Hours:**

*** Bridge Program Activity?:** No ▼
Comments:

TAA Services Completed: Confirm Click Confirm when all TAA Services have been completed

Additional Info

Add Additional Episode

Save Cancel

Delete Service

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left is a blue sidebar menu with options like "Staff Menu", "Customer Menu", "Application Menu", "Case Notes", "Universal Services", "FAQs", and "Log Off". The main content area has a yellow informational message at the top stating that a Case Note is required for additional episodes. Below this is the "Add Case Note" form for staff member Steve Perry. The form includes fields for Contact Date (11/01/2021), Program (TAA/NAFTA), Note Category (Case Note Supporting Same Day Service), Confidential (No), Note Subject (Case Management Services), and a Case Note text area containing "Provided Case Management Service to participant.". A "Save and Return" button is at the bottom of the form.

WIOA Application: No entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

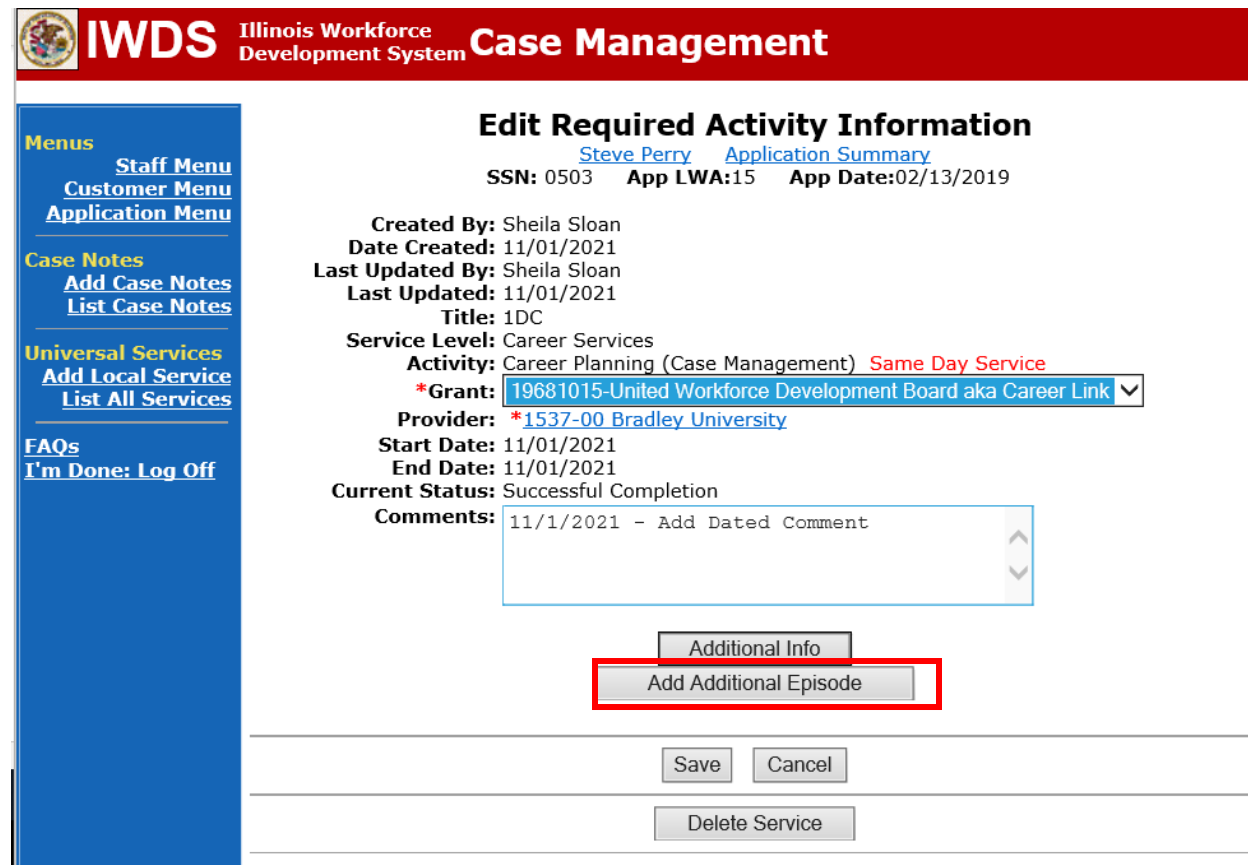
The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below this, there are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, Concurrent Programs, Characteristics and Barriers, Employment Characteristics, Education Status, Tests, Public Assistance, Family Characteristics, Income Calculation, Dislocated Worker Characteristics, LWA Specific Data, WIOA Training Criteria, Eligibility Determination), "Profile" (Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents), and "Services" (List Enrolled Services, I/A Characteristics, List Part Time/Distance Learning). The "Services" section is highlighted with a red box. At the bottom right, there is an "Exit" section with links for Exit Summary, View Wages, and Performance Impact.

Click on Career Planning (Case Management) – 1DC.



The screenshot shows the 'Services' page in the IWDS Case Management system. The header includes the IWDS logo and 'Illinois Workforce Development System Case Management'. A left sidebar contains navigation menus for Staff, Customer, and Application, as well as Case Notes and Universal Services. The main content area displays 'Services' for user Steve Perry, with application details: SSN: 0503, App LWA:15, App Date:02/13/2019. A table lists one service: 'Career Planning (Case Management) - 1DC' with a start and end date of 11/01/2021, a status of 'Successful Completion', and created by Sheila Sloan. A red box highlights the service name in the table. Buttons for 'Add Enrolled Service', 'Printable Services', and 'Return' are visible at the top and bottom of the table area.

Click Add Additional Episode.



The screenshot shows the 'Edit Required Activity Information' page in the IWDS Case Management system. The header is identical to the previous screenshot. The left sidebar is also present. The main content area displays the details for the selected service: 'Career Planning (Case Management) - 1DC'. Fields include: Created By: Sheila Sloan, Date Created: 11/01/2021, Last Updated By: Sheila Sloan, Last Updated: 11/01/2021, Title: 1DC, Service Level: Career Services, Activity: Career Planning (Case Management) Same Day Service, *Grant: 19681015-United Workforce Development Board aka Career Link, Provider: *1537-00 Bradley University, Start Date: 11/01/2021, End Date: 11/01/2021, Current Status: Successful Completion, and Comments: 11/1/2021 - Add Dated Comment. A red box highlights the 'Add Additional Episode' button. Other buttons include 'Additional Info', 'Save', 'Cancel', and 'Delete Service'.

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. The header is red with the IWDS logo and text. A blue sidebar on the left contains navigation menus. A yellow informational message box is at the top right. The main content area is titled 'Add Case Note' and contains a form with the following fields:

- Staff Name:** Sheila Sloan (with links for Steve Perry and Application Summary)
- *Contact Date:** 11/01/2021
- Program:** WIOA (dropdown menu)
- *Note Category:** Case Note Supporting Same Day Service (dropdown menu)
- *Confidential:** No (dropdown menu)
- *Note Subject:** Case Management
- *Case Note:** 11/1/21 Case Management for participant (text area)

A 'Save and Return' button is located at the bottom of the form.

NOTE: Any additional WIOA funded services being provided to the participant need to be entered on the WIOA application on IWDS.

Send an email request to state merit staff for approval by forwarding the last state merit staff approval email and use the following format:

Email Subject Line: IEP Modification Request for Waiver Extension – “Participant First Name Initial and Last Name” – LWIA XX

Body of Email:

Can we have an IEP modification approval for a waiver extension for:

Participant Name:

Current Waiver Period:

**New Waiver Period:
Justification Statement:**

State merit staff will do the following:

- 1) IWDS entries, and uploaded documents to ensure all entries are made as required and all documents are complete.
- 2) If issues are found, state merit staff will email the career planner and inform him/her of the issues that need addressed.
- 3) Once the issues have been addressed, the career planner will forward back the email from state merit staff and note that issues have been addressed.
- 4) State merit staff will review corrections.
- 5) Once all issues have been corrected, state merit staff will approve all service and status records and forward the email chain to the career planner to inform him/her approval.
- 6) If approval is not possible and the request is denied, state merit staff will direct the career planner on the next steps to take.