

NEW WAIVERS

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

Issuance of a New Waiver

To process a Waiver, the career planner will do the following:

Complete the **Trade Individual Employment Plan Commerce/Trade Form #014 (IEP)**. See the recorded training dated 10/28/21 on Eligibility & Enrollment, Agent/Liable, and 2021R Program Differences and the IEP Form with Instructions for specific instructions on completing the **IEP**.

If this is the initial service (IEP not already state merit staff approved) for the participant:

The Trade Service section of the IEP needs to be completed with the initial waiver period once it has been determined by Trade merit staff and entered on the Waiver Form.

| Trade Services | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 23. Enrollment in Trade services (check all that apply): | | |
| Important Notice regarding IEP: The participant has the right to decline the development of an Individual Employment Plan; however, some Trade benefits require the completion of an IEP. Review Box 14 to verify the participant has agreed to the development of an IEP before continuing enrollment into specific Trade services. | | |
| <input type="checkbox"/> Trade Case Management Start Date: __/__/__ | <input type="checkbox"/> Waiver From Training Initial Waiver Period: From: __/__/__ To: __/__/__ | <input type="checkbox"/> Transportation/Subsistence Start Date: __/__/__ |
| <input type="checkbox"/> RTAA Enrollment Start Date: __/__/__ | <input type="checkbox"/> Job Search Allowance Start Date: __/__/__ | <input type="checkbox"/> Relocation Services Start Date: __/__/__ |

Participants must initial and date the Waiver Responsibilities section of the IEP.

| Waiver Responsibilities (Must be completed only if the participant was issued a Waiver) | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p>1. In order to maintain eligibility for Trade Readjustment Allowance (TRA) the participant is required to make contact (in person, by phone, or by email) every 30 days with the career planner to provide updates on employment status and job search efforts. During these reviews, the conditions under which the waiver was issued will be assessed. If conditions still exist, the waiver will be continued. FAILURE TO MAINTAIN MONTHLY CONTACT MAY RESULT IN THE REVOCATION AND THE LOSS OF TRA (CASH) BENEFITS.</p> <p>2. Participant's waiver will be reviewed even while receiving Unemployment, working part-time or temporary jobs, or during the probation period of a permanent full-time job.</p> <p>3. Participant must work diligently with the career planner to implement the training plan at the next possible enrollment date.</p> <p>4. Participant must contact the career planner if he/she no longer wish to be covered by a waiver.</p> <p>5. Participant must report any changes regarding personal information immediately (i.e. name, address, etc.)</p> | |
| <p>Participant Agreement: I have been informed of the above responsibilities and agree to comply with these requirements. I understand the importance of consulting with my career planner prior to making any decisions regarding training. I understand my failure to maintain contact every 30 days or to advise the career planner of any change in status may result in the loss of my eligibility for UI/TRA and additional training benefits.</p> | <p>Participant initials: [] Date: []/[]/[]</p> |

Complete the appropriate **Waiver Form #003 (Waiver)** noting the following (screen prints below are from the Trade form 003 Illinois Waiver from Training/Trade Form #003):

Do not enter the waiver period. State merit staff will enter that upon approval.

State Merit Staff Determination

| | |
|---------------------------------------------------------|----------------------------------------------------------------|
| 23. Waiver Approved: <input type="checkbox"/> | Waiver Denied: <input type="checkbox"/> If denied, reason: [] |
| Waiver Period: From: []/[]/[] To: []/[]/[] | |
| Department of Commerce State Merit Staff Signature: [] | Date: []/[]/[] |

Mark the correct waiver criteria.

Waiver Criteria

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20. The requirement to be enrolled in training for the purpose of receiving Basic TRA is waived for one of the following three criteria: | |
| a. <input type="checkbox"/> Health | The worker is unable to participate in training due to the health of the worker. A waiver granted for this reason does not exempt the worker from requirements relating to the availability for work, active search for work, or refusal to accept work under Federal or State unemployment compensation laws. |
| b. <input type="checkbox"/> Enrollment Unavailable | The first available enrollment date for approved training is within 60 consecutive calendar days after the date on which a waiver determination is made or, if later, there are extenuating circumstances, as determined under the criteria in § 618.725(a)(3), that apply to the delay in enrollment in training. |
| c. <input type="checkbox"/> Training Not Available | Approved training is not reasonably available to the worker from governmental agencies or private sources (which may include area vocational education schools, as defined in sec. 3 of the Strengthening Career and Technical Education for the 21st Century Act (20 U.S.C. 2302), and employers), or suitable training is not available at a reasonable cost, or no training funds are available. <input type="checkbox"/> Unreasonable Cost; or <input type="checkbox"/> State TAA Funds are Not Available |
| This waiver must be revoked immediately upon a determination that the basis or bases for the waiver no longer apply. | |

If applicable, mark the correct extenuating circumstance and provide a detailed justification.

Eligibility

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 19. Please check only <u>one</u> of the following and enter the date to indicate how eligibility is met: | |
| <input type="checkbox"/> 26 th Week Date from Certification: ___/___/___ | <input type="checkbox"/> 26 th Week Date from Separation: ___/___/___ |
| <input type="checkbox"/> 45 Days Extenuating Circumstances Date: ___/___/___ | <input type="checkbox"/> 60 Days Upon Proper Notification Date: ___/___/___ |
| <input type="checkbox"/> Federal Good Cause Provision Date: ___/___/___ | <input type="checkbox"/> Equitable Tolling Date: ___/___/___ |
| If extenuating circumstances (45 Days, 60 Days, Federal Good Cause, or Equitable Tolling) are used, provide a justification for granting the extenuating circumstance: _____ | |

Enter the IEP Service Record by selecting **List Enrolled Services** under the **Services** section on the **Application Menu** on the **TAA Application** for the participant.

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

Click **Add Enrolled Service**.

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

Add Enrolled Service Printable Services Return

Select **TAA** from the drop down for the **Title**. Then click **Next**.

Select Title
Steve Perry Application Summary
SSN: 0503 App LWA:15 App Date:02/13/2019

*Title: TAA

< Back Next > Cancel

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Select **Individual Employment Plan** from the drop down for the **Service Level**.
Enter the **Start Date**.
Click **Next**.

IWDS Illinois Workforce Development System **Case Management**

Select Service Level and Start Date

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

Title: TAA

*Service Level: Individual Employment Plan ▼

*Start Date:

< Back Next >

Cancel

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Case Notes
[Add Case Notes](#)
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Universal Services
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FAQs
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Complete the information on the screen and click **Save**

IWDS Illinois Workforce Development System **Case Management**

Menu

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Universal Services

[Add Local Service](#)

[List All Services](#)

AQs

[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: 02/22/2019
Last Updated By: Sheila Sloan
Last Updated: 02/22/2019
Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Individual Employment Plan
Activity: Individual Employment Plan
Provider: *3027-00 [Workforce Network](#)

*** O*Net Code:** Requires O*Net

Start Date: 02/13/2019
End Date:

***Current Status:**

Comments:

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

IEP Amount:
IEP Comments: 2/13/19 - Establishing IEP for customer Steve Perry.

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

Upon saving the **IEP Service Record**, IWDS will transfer the career planner to the **IEP Status Record** to complete entry.

Complete the **Status Start Date**

Enter a dated comment in the **Comment Box**

Enter an **IEP Amount Approved**, if known.

Click **Save**.

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

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 X
Status End Date:

Comments: Changes to Comments or IEP Amount Approved require DCEO Approval
2/13/19 - Establishing IEP for customer Steve Perry.

IEP Amount Approved:

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

Save Return Part Time/Distance

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

Save and List Approvals List Approvals

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

Add Document

If this is an IEP modification (IEP already state merit staff approved) for the participant:
 Click on **List TAA Status** on the **Application Menu** on the **TAA Application** 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 IDLES 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 on **View** for the **IEP 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 **IEP Status Record** with a dated comment in the **Comment Box** describing the reason for the modification.

Click **Save**.

Case Management

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Universal Services

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[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: X
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 **Individual Employment Plan Modification Form Commerce/Trade IEP Modification Form #014a (IEP Modification Form)**.

Fill out all necessary information. Mark the **Additional service(s)** and enter **Waiver** in the List Service(s) box.

TRADE INDIVIDUAL EMPLOYMENT PLAN (IEP) MODIFICATION FORM

Pre-Approved Modification to Plan

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. Participant Name: _____ | | 2. Modification #: _____ | |
| 3. Date of Modification Request: ____/____/____ | | 4. Date Modification to Take Effect: ____/____/____ | |
| 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 type="checkbox"/> Waiver Change: _____ | | <input type="checkbox"/> Criteria Change _____ | |
| <input type="checkbox"/> Date Extension _____ | | <input type="checkbox"/> Revocation _____ | |
| <input type="checkbox"/> Additional service(s) List Service(s): _____ | | <input type="checkbox"/> End Service List Service(s): _____ | |
| <input type="checkbox"/> Date Extension Reason: _____ Current End Date: ____/____/____ New End Date: ____/____/____ | | <input type="checkbox"/> Switch to a New Training Program Reason: _____ Current Training Institution: _____ Current Training Program: _____ New Training Institution: _____ New Training Program: _____ | |
| <input type="checkbox"/> Changes in Cost Reason: _____ | | <input type="checkbox"/> Change in Full-Time/Part-Time Status Reason: _____ | |
| <input type="checkbox"/> Potential Suspension Start Date: ____/____/____ | | <input type="checkbox"/> Switch in On-Site/Online Status | |
| <input type="checkbox"/> Vacation Break Start Date: ____/____/____ End Date: ____/____/____ | | <input type="checkbox"/> Final Cost Reconciliation <input type="checkbox"/> Other _____ | |
| <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 \$ _____ | Decrease \$ _____ | <input type="checkbox"/> No Change | New Total IEP Amount \$ _____ |
| 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: _____ | |
| 8. TRA Eligibility (Must upload current printout of TRA Claim Details Screen from IBIS) | | | |
| Number of TRA weeks paid: _____ | | Number of eligible TRA weeks remaining: _____ | |
| With this modification, the participant has enough remaining weeks of TRA eligibility to complete the training? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If no, has the participant provided documentation demonstrating he/she has the financial resources to support himself/herself through the completion of the training? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

8 words

Complete a **Trade Verification of Trade Training Enrollment Commerce/Trade Form #006 (Training Enrollment Form)**.

Complete a **Trade Eligibility Determination for Trade Transportation-Subsistence Commerce/Trade Form #005 (Transportation-Subsistence Form)** along with a Google Maps printout supporting the mileage distance between the residence and the training institution site, to determine eligibility for transportation-subsistence assistance.

Complete a **Trade Training Program Tracking Form Commerce/Trade Form #006d (Tracking Form)** or **Trade Training Program Course Tracking Form Commerce/Trade Form #006e (Tracking Form)**, as appropriate.

Enter the six criterion for approval of training **Case Note** by clicking **Add Case Notes** on the **Application Menu** for the participant.

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 sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), "FAQs", and "I'm Done: Log Off". The "Add Case Notes" link is highlighted with a red box. The main content area is titled "Application Menu" and displays the following information: "Steve Perry" and "Application Summary" (links); "SSN: 0503", "App LWA:15", and "App Date:02/13/2019"; and a "Printable Application" button. Below this are three columns of links: "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); and "Services" (List Enrolled Services, List Part Time/Distance Learning). At the bottom right, there is an "Exit" section with links for "Exit Summary", "View Wages", and "View TAA Costs".

Enter the **Contact Date**.

Select **TAA/NAFTA** from the drop down options for **Program**:

Select the appropriate **Note Category** from the drop down options (for the six criterion case note).

Select **Yes** or **No** for **Confidential**. This should only be marked Yes if the case note contains information regarding confidential information regarding the participant such as medical

conditions, legal issues, or similar information. Confidential case notes cannot be viewed by trade merit staff or monitors.

Enter a **Note Subject**. This should be descriptive, such as: 6 Criterion for Training.

Enter the **Case Note**. 6 Criterion for Training case notes will be very long. It is usually a good idea to type them in Word and copy and paste them into IWDS.

The screenshot shows the 'Add Case Note' form in the IWDS Case Management system. The header includes 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', and 'FAQs'. The main form area is titled 'Add Case Note' and includes links for 'Steve Perry' and 'Application Summary'. The 'Staff Name' is 'Sheila Sloan'. The form contains several required fields: '*Contact Date' (text input), 'Program' (dropdown), '*Note Category' (dropdown), '*Confidential' (dropdown set to 'No'), '*Note Subject' (text input), and '*Case Note' (large text area). At the bottom are three buttons: 'Save, Add Another', 'Save and Return', and 'Cancel'.

Enter an **Issued Waiver Service**.

Select **List Enrolled Services** under the **Services** section on the **Application Menu** on the **TAA Application** for the participant.

The screenshot shows the 'Application Menu' page in the IWDS Case Management system. The header is the same as the previous screenshot. The sidebar menu is visible on the left. The main content area is titled 'Application Menu' and includes links for 'Steve Perry' and 'Application Summary'. It displays 'SSN: 0503', 'App LWA:15', and 'App Date:02/13/2019'. There is a 'Printable Application' button. Below this are three main sections: 'Application' (a list of links like 'Guided Application', 'Application Definition', etc.), 'Profile' (a list of links like 'Contact Information', 'Additional Contacts', etc.), and 'Services' (a list of links including 'List Enrolled Services', which is highlighted with a red box). There is also an 'Exit' section with links like 'Exit Summary', 'View Wages', and 'View TAA Costs'.

Click **Add Enrolled Service**.

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

Select **TAA** from the drop down for the **Title**. Then click **Next**.

IWDS Illinois Workforce Development System **Case Management**

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

***Title:** TAA ▼

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Select **Waiver** from the drop down for the **Service Level**, enter the **Start Date**, and click **Next**.

IWDS Illinois Workforce Development System **Case Management**

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

Title: TAA

***Service Level:** Waiver ▼

***Start Date:** 02/13/2019

Select **Issued Waiver** from the drop down for **Activity** and click **Next**.



IWDS Illinois Workforce Development System **Case Management**

Select Activity

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

Title: TAA
Service Level: Waiver
*Activity:
Start Date: 02/13/2019

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Case Notes
[Add Case Notes](#)
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Universal Services
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[List All Services](#)

AOs

Enter all relevant fields and click **Save**. This is a screen print from an already completed **Waiver Service Record**.

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Illinois Workforce Development System
Case Management

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Edit Required Activity Information

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

Created By: Sheila Sloan
Date Created: 02/25/2019
Last Updated By: Sheila Sloan
Last Updated: 02/25/2019
Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Waiver
Activity: Issued Waiver
Provider: *3027-00 Workforce Network
Start Date: 02/13/2019
***Planned End Date:**
End Date:
***Current Status:**
Weekly Hours:
Comments:

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

Waiver End Date: 04/14/2019
Waiver Reason: Training Not Available for Up to 60 Days
Waiver Comments: 2/13/19 - requesting waiver for customer because enrollment is not available at this time.

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

IWDS will send the career planner to the **Waiver Status Record** to complete the process.

Enter the **Status Start Date**, if is it not already completed.

Enter the **Initial Status End Date**. (60 Days from the **Status Start Date**).

NOTE: The **Status Start Date** and **Initial Status End Date** will be determined by the approval date of the **Waiver** by state merit staff. If these dates need changed, state merit staff will do that before clicking on **Approve**.

Select the appropriate **Waiver Reason** from the drop down. (Must match the **Waiver Criteria** marked on the **Waiver**).

If the **Waiver** is being issued using extenuating circumstances, check the appropriate box.

Enter a dated comment in the **Comment Box** as shown below. The comment should provide a justification for any **Extenuating Circumstance** marked.

Click **Save**.

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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:

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 | |

| Doc ID | Screen | Document Type | Date Stored | Date Reviewed | Reviewed By |
|--------|--------|---------------|-------------|---------------|-------------|
| | | | | | |

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 (Initial Trade Case Management Service)

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

The screenshot shows the 'Application Menu' for Steve Perry (SSN: 0503, App LWA: 15, App Date: 02/13/2019). The 'Services' section is highlighted with a red box and contains the following links:

- List Enrolled Services
- List Part Time/Distance Learning

Other sections include 'Application' (with links like Guided Application, Application Definition, etc.), 'Profile' (with links like Contact Information, Additional Contacts, etc.), and 'Exit' (with links like Exit Summary, View Wages, etc.).

Click **Add Enrolled Service**.

The screenshot shows the 'Services' page for Steve Perry. The 'Add Enrolled Service' button is highlighted with a red box. Below the button, a table indicates that no services are currently displayed:

| Start Date | End Date | Service Provided | Status | Created By |
|------------------------------|----------|------------------|--------|------------|
| There is nothing to display. | | | | |

Navigation buttons for 'Add Enrolled Service', 'Printable Services', and 'Return' are visible at the bottom of the page.

Select **TAA** for the Title from the drop down list.

Click **Next**.

Select **TAA** for **Title**.
Click **Next**.

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 sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), and "Universal Services" (Add Local Service, List All Services). The main content area is titled "Select Title" and displays the user's name "Steve Perry" and "Application Summary" as links. Below this, it shows "SSN: 0503 App LWA:15 App Date:02/13/2019". The "Title" field is a dropdown menu currently set to "TAA". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Select **Employment and Case Management** for the **Service Level** from the drop down list.
Enter **Start Date**. (Date of entry or date service first provided).
Click **Next**.

The screenshot shows the IWDS Case Management interface at the "Select Service Level and Start Date" step. The header and sidebar are the same as in the previous screenshot. The main content area displays "Steve Perry" and "Application Summary" as links, followed by "SSN: 0503 App LWA:15 App Date:02/13/2019". The "Title" field is now a text input containing "TAA". The "*Service Level:" field is a dropdown menu set to "Employment and Case Management". The "*Start Date:" field is a text input containing "11/1/2021" with a clear 'x' button. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Complete all required fields:

Search Providers – Click on the **Search Providers Button** and see instructions below.

End Date – today’s date or date service provided.

Current Status – Select Open, Successful Completion or Unsuccessful Completion. Usually this would be marked as Successful Completion.

Weekly Hours – enter estimated number of weekly hours case management is being provided.

Bridge Program Activity – Usually marked “No”.

Comments – Enter a dated comment in the comment box describing the case management being provided to the participant.

The screenshot displays the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists options: Staff Menu, Customer Menu, Application Menu, Case Notes, Universal Services, and FAQs. The main content area is titled 'Add Required Activity Information' and shows details for a case managed by Steve Perry. The form includes fields for SSN (0503), App LWA (15), and App Date (02/13/2019). It also shows the provider (Sheila Sloan), title (TAA), service level (Employment and Case Management), and activity (Trade Case Management). A dropdown menu for 'Grant' is set to '17661015-United Workforce Development Board aka Career Link'. Other fields include 'Start Date' (10/25/2020), 'End Date', 'Current Status' (Open), 'Weekly Hours', and 'Bridge Program Activity?' (No). A 'Comments' text area is present. At the bottom, there are buttons for '< Back', 'Additional Info', 'Confirm', 'Save', and 'Cancel'. A red note states: 'TAA Services Completed: Click Confirm when all TAA Services have been completed'.

To **Search Providers:**

Click **Show All**

Select **Provider** from list. This should be the LWIA providing the case management service unless there is another organization providing the case management service. If so, select the appropriate provider of the case management service.

Search Provider Relationships

Show All

Provider Relationship Name:

Relationship Number: -

Statutory Program: TAA/NAFTA
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management
Start Date: 10/25/2020

Search Return

Click **Save**.

Add Required Activity Information

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
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 * Search Providers
Start Date: 10/25/2020
*End Date: 10/25/2020
*Current Status: Successful Completion
*Weekly Hours: 5
* Bridge Program Activity?: No
Comments: 10/25/2020 Providing case management to participant.

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

< Back Additional Info Save Cancel

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 displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red header contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists various options: '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 features a yellow 'Informational Message' box with instructions on completing a Case Note for Same Day Service. Below this is the 'Add Case Note' form, which includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (TAA/NAFTA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management), and a text area for the Case Note (11/1/21 Case Management Provided to participant.). A 'Save and Return' button is located at the bottom of the form.

Informational Message:
A Case Note needs to be completed when a Same Day Service is added to the application. Please enter the required fields, then click on Save and Return to complete this Case Note record. Note that the Same Day Service status has been set to Successful Completion with a Service End Date equal to the Service Start Date. When you click on Save and Return, a Case Note will be added for this Same Day Service.

Add Case Note
[Steve Perry](#) [Application Summary](#)
Staff Name: [Sheila Sloan](#)

Contact Date: 11/01/2021
Program: TAA/NAFTA ▼
*Note Category: Case Note Supporting Same Day Service ▼
*Confidential: No ▼
*Note Subject: Case Management
*Case Note: 11/1/21 Case Management Provided to participant. |

Save and Return

This is the **List Enrolled Services Screen** once you have saved the **Case Management Service Record**.

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

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.

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

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

Exit

- Exit Summary
- View Wages
- View TAA Costs

Click on Trade Case Management – TAA.

 **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](#)

Services

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

3 foundPage 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

Click Add Additional Episode.

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:** 10.0
*** Bridge Program Activity?:** No
Comments:

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

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 displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red banner contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists various options: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), 'FAQs', and 'I'm Done: Log Off'. The main content area features a yellow 'Informational Message' box stating that a Case Note must be completed when an Additional Episode is added to a Same Day Service. Below this is the 'Add Case Note' form, which includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (TAA/NAFTA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management Services), and a text area for the Case Note (Provided Case Management Service to participant.). A 'Save and Return' button is located at the bottom of the form.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

IWDS Illinois Workforce Development System **Case Management**

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

3 found Page 1 of 1

| Start Date | End Date | Service Provided | Status | Created By |
|------------|------------|--------------------------------------------------|-----------------------|------------------------------|
| 10/25/2020 | 11/01/2021 | 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

WIOA Application: No entry.

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

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Initial 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 is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below this is a blue sidebar menu with categories: "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 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, ITA Characteristics, List Part Time/Distance Learning). The "Services" column is highlighted with a red box. An "Exit" section contains links for Exit Summary, View Wages, and Performance Impact.

Click **Add Enrolled Service**.

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

Add Enrolled Service Printable Services Return

0 found Page 1 of 1

| Start Date | End Date | Service Provided | Status | Created By |
|------------------------------|----------|------------------|--------|------------|
| There is nothing to display. | | | | |

Page 1 of 1

Add Enrolled Service Printable Services Return

Select **1DC** or **1EC** from the drop down list for **Title**.
Click **Next**.

Select Title
Steve Perry Application Summary
SSN: 0503 App LWA:15 App Date:02/13/2019

*Title: 1DC

< Back Next >

Cancel

Select **Career Services** for **Service Level** from the drop down list.
Click **Next**.

The screenshot shows the IWDS Case Management interface. The header is red with the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left is a blue sidebar menu with links for Staff Menu, Customer Menu, Application Menu, Case Notes, Universal Services, and FAQs. The main content area is titled 'Select Service Level and Start Date' and includes links for 'Steve Perry' and 'Application Summary'. It displays 'SSN: 0503 App LWA:15 App Date:02/13/2019' and 'Title: 1DC'. There are two dropdown menus: '*Service Level:' set to 'Career Services' and '*Start Date:' set to '11/01/2021'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

Select **Career Planning (Case Management)** for **Activity** from the drop down list.

The screenshot shows the IWDS Case Management interface. The header is red with the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left is a blue sidebar menu with links for Staff Menu, Customer Menu, Application Menu, Case Notes, Universal Services, and FAQs. The main content area is titled 'Select Activity' and includes links for 'Steve Perry' and 'Application Summary'. It displays 'SSN: 0503 App LWA:15 App Date:02/13/2019' and 'Title: 1DC'. There are two dropdown menus: 'Service Level:' set to 'Career Services' and '*Activity:' set to 'Career Planning (Case Management)'. The 'Start Date:' is '11/01/2021'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

Complete all required fields:

Search Providers – Click on the **Search Providers Button** and see instructions below.

End Date – today's date or date service provided.

Current Status – Select Open, Successful Completion or Unsuccessful Completion. Usually this would be marked as Successful Completion.

Comments – Enter a dated comment in the comment box describing the case management being provided to the participant.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. The page title is "Add Required Activity Information" for user Steve Perry, with application summary links. The case details include SSN: 0503, App LWA: 15, and App Date: 02/13/2019. The form fields are: Created By: Sheila Sloan, Title: 1DC, Service Level: Career Services, Activity: Career Planning (Case Management) with a "Same Day Service" indicator, Grant: 19681015-United Workforce Development Board aka Career Link, Provider: 1537-00 Bradley University (with a "Search Providers" button), Start Date: 11/01/2021, End Date: 11/1/2021, Current Status: Successful Completion, and Comments: 11/1/2021 - Add Dated Comment. Navigation buttons include "< Back", "Additional Info", "Save", and "Cancel". A blue sidebar menu on the left contains sections for Menus, Case Notes, Universal Services, and FAQs.

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 displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red banner contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists various options: '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 features a yellow 'Informational Message' box stating that a Case Note must be completed when adding a Same Day Service. Below this is the 'Add Case Note' form, which includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (WIOA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management), and a Case Note text area containing 'Provided case management to participant today.' 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.

This is the **List Enrolled Services Screen** once you have saved the **Career Planning (Case Management) Service Record**.

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

Add Enrolled Service Printable Services Return

1 found Page 1 of 1

| Start Date | End Date | Service Provided | Status | Created By |
|------------|------------|---------------------------------------------------------|-----------------------|------------------------------|
| 11/01/2021 | 11/01/2021 | Career Planning (Case Management) - 1DC | Successful Completion | Sheila Sloan |

Page 1 of 1

Add Enrolled Service Printable Services Return

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.

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](#)
- [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](#)

Services

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

Exit

- [Exit Summary](#)
- [View Wages](#)
- [Performance Impact](#)

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

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

Add Enrolled Service Printable Services Return

1 found Page 1 of 1

| Start Date | End Date | Service Provided | Status | Created By |
|------------|------------|-----------------------------------------|-----------------------|--------------|
| 11/01/2021 | 11/01/2021 | Career Planning (Case Management) - 1DC | Successful Completion | Sheila Sloan |

Page 1 of 1

Add Enrolled Service Printable Services Return

Click Add Additional Episode.

Edit Required Activity Information
Steve Perry Application Summary
SSN: 0503 App LWA:15 App Date:02/13/2019

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
Comments: 11/1/2021 - Add Dated Comment

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 **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 displays the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left, a blue sidebar menu lists various options: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), "FAQs", and "I'm Done: Log Off". The main content area features a yellow informational message box stating: "Informational Message: A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen." Below this message is the "Add Case Note" form. The form includes the following fields: "Staff Name" (Steve Perry, Application Summary) with a sub-field for "Sheila Sloan"; "*Contact Date" (11/01/2021); "Program" (WIOA dropdown); "*Note Category" (Case Note Supporting Same Day Service dropdown); "*Confidential" (No dropdown); "*Note Subject" (Case Management); and "*Case Note" (11/1/21 Case Management for participant). A "Save and Return" button is located at the bottom of the form.

Upload the **Waiver, IEP or IEP Modification Form, Training Enrollment Form, Transportation-Subsistence Form, Tracking Form, IBIS Documents** and any documentation to IWDS.

To upload documents in IWDS, click on **List All Documents** under the **Profile** section on the **Application Menu**. Make sure you are on the correct application for the participant (WIOA or TAA).

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

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](#)

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 Document**.

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"/> | 71 | Application Menu | Form #014 DCEO/Trade 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**.

IWDS Illinois Workforce Development System **Case Management**

Upload Document

Path: Browse...

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

Send an email request to state merit staff for approval using the following format (if it is a modification, forward the last state merit staff approval):

Email Subject Line: New IEP (if appropriate) and Waiver Approval Request –
“Participant First Name Initial and Participant Last Name” – LWIA XX

Body of Email:

Can we have a New IEP and Waiver Approval for:

Participant Name:

Waiver Period:

Justification Statement:

State merit staff will do the following:

- 1) Review the email, 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.