

WAIVER CRITERIA CHANGES

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

To change the Waiver Criteria, the career planner will do the following:

If appropriate, verify that enrollment in training will be met. If not, contact state merit staff.

On the state merit staff approved **Waiver**, under the section labeled **Waiver Criteria Change** enter the new **Waiver Criteria**, the date of change and reason for the change, the initials of the career planner and the date.

Waiver Criteria Change

26. Waiver Criteria Changed To (enter the appropriate option from Waiver Criteria Section above):

Date of Change: / / Reason for Change:

Career Planner Initials: Date: / /

If the **Waiver Criteria** change creates the need for a **Waiver Extension**, refer to the **Waiver Extension Section** below.

To change the **Waiver Criteria**:

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

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

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Application Menu

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

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

Printable Application

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

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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

Click **Waiver Reason** and select the new **Waiver Criteria**.

Enter a dated comment in the **Comment Box** describing the reason for the criteria change.

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: Waiver from Training Requirement
Entry Date: 02/25/2019
Status Start Date: 02/13/2019
Initial Status End Date: 04/14/2019
Status End Date: Client Not Situated to Take Training Due to Health Issues
Waiver Reason: Training Not Available for Up to 60 Days
 Training Funds Not Available - Cost of Suitable Training Not Reasonable
 Extensions to Status End Date or Waiver Reason require DCEO Approval
Comments: 2/13/19 - requesting waiver for customer because enrollment is not available at this time.

Qualifies Under 45 Day Extension: No
 Qualifies Under 60 Day Extension: No
 Qualifies Under Federal Good Cause Provision: No
 Qualifies Under Equitable Tolling: No

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

Save Return 30 Day Review Part Time/Distance

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

Save and List Approvals List Approvals

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**

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

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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

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:
Status End Date:

Changes to Comments or IEP Amount Approved require DCEO Approval

Comments: 11/1/2021 - Waiver Criteria Change from Training Not Available for up to 60 Days to Client Not Situated to Take Training Due to Health Issues. See case note dated 11/1/2021 for details.

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.					

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

TRADE INDIVIDUAL EMPLOYMENT PLAN (IEP) MODIFICATION FORM



Pre-Approved Modification to Plan			
1. Participant Name: <input type="text"/>		2. Modification #: <input type="text"/>	
3. Date of Modification Request: <input type="text"/>		4. Date Modification to Take Effect: <input 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 type="text"/>			
<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="text"/>		<input type="checkbox"/> End Service List Service(s): <input type="text"/>	
<input type="checkbox"/> Date Extension Reason: <input type="text"/> Current End Date: <input type="text"/> New End Date: <input type="text"/>		<input type="checkbox"/> Switch to a New Training Program Reason: <input type="text"/> Current Training Institution: <input type="text"/> Current Training Program: <input type="text"/> New Training Institution: <input type="text"/> New Training Program: <input type="text"/>	
<input type="checkbox"/> Changes in Cost Reason: <input type="text"/>		<input type="checkbox"/> Change in Full-Time/Part-Time Status Reason: <input type="text"/>	
<input type="checkbox"/> Potential Suspension Start Date: <input type="text"/>		<input type="checkbox"/> Switch in On-Site/Online Status	
<input type="checkbox"/> Vacation Break Start Date: <input type="text"/> End Date: <input type="text"/>		<input type="checkbox"/> Final Cost Reconciliation <input type="checkbox"/> Other <input 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 type="text"/>	Decrease \$ <input type="text"/>	<input type="checkbox"/> No Change	New Total IEP Amount \$ <input 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"/> Other: List documentation: <input 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**.



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Click **Add Document**.



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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 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

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

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Profile

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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

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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

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Add Enrolled Service Printable Services Return

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I'm Done: Log Off

Click Add Additional Episode.

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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: 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:**
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?:**
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 “Waiver 30 Day Review” as the case note subject.

Case Note – Enter a detailed case note detailing the review, including if the conditions for the waiver are still valid.

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: Staff Menu, Customer Menu, Application Menu, Case Notes (Add Case Notes, List Case Notes), Universal Services (Add Local Service, List All Services), FAQs, and Log Off. The main content area features a yellow informational message box stating that a Case Note is required for additional episodes and provides instructions on saving and returning. 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.

WIOA Application: No entry.

For 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 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 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 "List Enrolled Services" link is highlighted with a red box. An "Exit" section contains links for Exit Summary, View Wages, and 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

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

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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 shows the IWDS (Illinois Workforce Development System) 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 links for 'Staff Menu', 'Customer Menu', 'Application Menu', 'Case Notes', 'Universal Services', and 'FAQs'. The main content area has a yellow informational message box at the top 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 the message is the 'Add Case Note' form. The form includes fields for 'Staff Name' (Sheila Sloan), 'Contact Date' (11/01/2021), 'Program' (WIOA), 'Note Category' (Case Note Supporting Same Day Service), 'Confidential' (No), 'Note Subject' (Case Management), and 'Case Note' (11/1/21 Case Management for participant). A 'Save and Return' button is 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 Revision Request for Waiver Criteria Change – “Participant First Name Initial and Last Name” – LWIA XX

Body of Email:

Can we have an IEP revision approval for a waiver criteria change for:

Participant Name:

Current Waiver Criteria:
New Waiver Criteria:
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.