# IEP Modifications

**For all IEP Modifications, the career planner will do the following:**

Complete the **Individual Employment Plan (IEP) Modification Form Commerce/Trade Form #014a (IEP Modification Form)**.

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.

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

Click **Add Additional Episode**.

## IWDS — Illinois Workforce Development System — Case Management

### 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:** 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 case note that details all information related to the IEP modification that is being requested including any updated amounts and reasons for the modification.

Click **Save and Return**.



**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.



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

Click **Add Additional Episode.**

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 case note that details all information related to the IEP modification that is being requested including any updated amounts and reasons for the modification.

Click **Save and Return**.

Update the **IEP Status**.

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

Click on **View** beside the **IEP Status Record.**

Enter a dated comment in the **Comment Box** and update the **IEP Amount Approved**, if appropriate in IWDS.

**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
**Status End Date:**

Changes to Comments or IEP Amount Approved require DCEO Approval

**Comments:**
12/15/2021 – IEP Modification to (enter reason for mod). See case note dated 12/15/21 for details.

**IEP Amount Approved:** $18500.00
**Created By:** Sheila Sloan    **Date Created:** 02/22/2019
**Last Updated By:** Sheila Sloan    **Date Last Updated:** 11/30/2021

Save    Return    Part Time/Distance

| Approval Type | Approver | Approved/Denied Date | Approval Status | Previous IEP Amount |
|---|---|---|---|---|
| IEP Revision | Sheila Sloan | 12/02/2021 | Approved | |
| 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

Upload the **IEP Modification Form (#014a)**, **Waiver (#003)**, **Training Enrollment Form (#006)**, **Transportation/Subsistence Assistance Form (#005)**, **Program Tracking Form (#006d or #006e)**, **RTAA Application (#011),** and any other relevant documents in 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).



Click **Add Document**.

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.**

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 approval request for (reason for modification) – "Participant First Name Initial and Last Name" – LWIA XX

**Body of Email:**

Can we have an IEP modification approval for (reason for modification) for:

**Include the items below that are applicable for the modification. The justification must always be included:**

**Participant Name:**
**Current Training Institution:**
**New Training Institution:**
**Current Training Program:**
**New Training Program:**
**Current Total Training Weeks:**
**New Total Training Weeks:**
**Start Date of Current Training Program:**
**Start Date of New Training Program:**
**Planned End Date of Current Training Program:**
**Planned End Date of New Training Program:**
**New Planned End Date of Current Training Program:**
**Current Training Cost:**
**New Training Cost:**
**Current Transportation/Subsistence Cost:**
**New Transportation/Subsistence Cost:**
**Current Approved IEP Amount:**
**New IEP Amount:**
**Final IEP Amount:**
**Justification:**

**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 them of the 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.

**In addition to the steps above, complete the following steps for each type of IEP modification:**

**To add additional training services:**
1) Add a new **Training Service Record** for the specific type of training being added. Find the specific instructions for the type of training being added in the **Occupational Skills Training Instructions, Pre-Requisite Training Instructions, Remedial Training Instructions, or Work-Based Training Instructions** documents.

**For ending a training service:**
1) End the **Training Service Record(s)** as **Successful/Unsuccessful Completion** on the date of last documented attendance.

2) End the **Travel and/or Subsistence Service Record(s)** as **Successful Completion** on the date of last documented attendance, if applicable.

3) For participants who are enrolled in a training program with multiple levels of achievement or sections (ESL, ELA, SLL) who complete the state merit staff approved portion of the training, but do not continue to all potential levels or segments available in the program, the training record should be marked as a successful completion. This is the case even if the actual end date differs slightly from the planned end date. **ESL, ELA, SLL training will be approved based on semester increments.** The career planner must monitor the progress of the participants in these types of training and submit modifications timely.

**For date extensions:**
1) Update the **Training Service Record Planned End Date**.

2) Update the Benchmark for On Track to Complete Within the Timeframe with an outcome of **Not Met – Modification** and provide a justification for the date extension.

**Switching to a different training program:**
1) Update the Benchmark for On Track to Complete Within the Timeframe with an outcome of **Not Met – Modification** and provide a justification for the date extension.
2) Complete a new **Trade Verification of Trade Training Enrollment Commerce/Trade Form #006 (Training Enrollment Form)**.

3) Complete a new **Transportation/Subsistence Form (#005)** to determine eligibility for transportation-subsistence assistance including Google Map printout.

4) Complete a new **Tracking Form (#006d or #006e)**.

5) Enter a **Case Note** detailing the six criterion for approval of training for the new training program.

6) Enter the new **Training Service Record**.

7) Enter the **Travel in Training** or **Subsistence in Training Service Record**, if a service record for travel or subsistence is not already active.

8) Enter **Part Time/Distance Learning Indicator**, if an indicator for part-time or distance learning is not already active.

9) **Following state merit staff approval** of the above, the career planner will:

   a) End the existing **Training Service Record**.

   b) End the **Travel in Training** or **Subsistence in Training Service Record**, if eligibility for this service ends with the new training program.

**For changes in cost, update the IEP Amount Approved on the IEP Status Record.**

1) Complete a new **Transportation/Subsistence Form (#005)** to determine eligibility for transportation-subsistence assistance including Google Map printout, if applicable.

2) Enter a new **Travel in Training** or **Subsistence in Training Service Record**, if applicable.

3) Update the **Tracking Form**, if applicable.

**For changes in full-time/part-time status, update the Part Time indicator.**

1) Under **Services** in IWDS, the career planner will select **List Part Time/Distance Learning**.

2) Select **Part Time** under **Status Type**, enter the date the part-time training begins under **Start Date**, and select **Yes** or **No** under **Status**.

**For potential suspension request see the Chapter 9: Potential Suspension Requests (PSR)**.

**For a switch from on-site to online (distance learning):**

1) Under **Services** in IWDS, the career planner will select **List Part Time/Distance Learning**.

   a. Select **Distance Learning** under **Status Type**, enter the date the part-time training begins under **Start Date**, and select **Yes** under **Status**.

   **NOTE:** A switch from online (distance) learning to on-site does not require a change in the indicator. Once the indicator has been marked "Yes", it remains that way.

**For final cost reconciliation:**

1) Update the **IEP Status** with a dated comment in the **Comment Box**, enter a **Status End Date** equal to the date of request or later, and update the **IEP Amount Approved**, if applicable.

   a. Ensure that **IEP Amount Approved** in the **IEP Status Record,** the **IEP Modification Form**, and the **View TAA Cost Reporting Items** all match.

   b. End all open **Service Records**.

**For A/RTAA, see the A/RTAA Instructions** document.

**For other modifications, contact state merit staff.**