

WAIVER REVOCATIONS

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

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

For ALL Waiver revocations, the career planner will complete the following:

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

TRADE INDIVIDUAL EMPLOYMENT PLAN (IEP) MODIFICATION FORM

Pre-Approved Modification to Plan			
1. Participant Name: <input style="width: 100%;" type="text"/>		2. Modification #: <input style="width: 100%;" type="text"/>	
3. Date of Modification Request: <input style="width: 100%;" type="text"/>		4. Date Modification to Take Effect: <input style="width: 100%;" type="text"/>	
5. Reason for Modification: (select all that apply and complete information for the reason) NOTE: Some modifications may require submission of a new and/or updated Trade forms.			
<input type="checkbox"/> Invoking Equitable Tolling Justification: <input style="width: 100%;" type="text"/>			
<input style="border: 2px solid red;" type="checkbox"/> Waiver Change: <input type="checkbox"/> Criteria Change		<input type="checkbox"/> Date Extension <input style="border: 2px solid red;" type="checkbox"/> Revocation	
<input type="checkbox"/> Additional service(s) List Service(s): <input style="width: 100%;" type="text"/>		<input type="checkbox"/> End Service List Service(s): <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Date Extension Reason: <input style="width: 100%;" type="text"/> Current End Date: <input style="width: 100%;" type="text"/> New End Date: <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Switch to a New Training Program Reason: <input style="width: 100%;" type="text"/> Current Training Institution: <input style="width: 100%;" type="text"/> Current Training Program: <input style="width: 100%;" type="text"/> New Training Institution: <input style="width: 100%;" type="text"/> New Training Program: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Changes in Cost Reason: <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Change in Full-Time/Part-Time Status Reason: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Potential Suspension Start Date: <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Switch in On-Site/Online Status	
<input type="checkbox"/> Vacation Break Start Date: <input style="width: 100%;" type="text"/> End Date: <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Final Cost Reconciliation <input type="checkbox"/> Other <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Switch from Transportation to Subsistence		<input type="checkbox"/> Switch from Subsistence to Transportation	
6. How does the modification affect the total IEP cost?			
Increase \$ <input style="width: 100%;" type="text"/>	Decrease \$ <input style="width: 100%;" type="text"/>	<input type="checkbox"/> No Change	New Total IEP Amount \$ <input style="width: 100%;" 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 style="width: 100%;" type="text"/>		<input type="checkbox"/> File Audit	

Complete and send to the participant the **Trade Form 003d Trade Training Revocation Letter (Revocation Letter)**.

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

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

Application

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

Profile

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

Services

- List Enrolled Services
- List Part Time/Distance Learning

Exit

- Exit Summary
- View Wages
- View TAA Costs

Click 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

Enter a dated comment in the **Comment Box** describing the reason for the waiver revocation. (Reasons can be: participant request, expiration of waiver, enrollment in training, failure to make contact for 30-day reviews, failure to accept suitable employment, or failure to enroll in a training program that because feasible and appropriate). The reason must match the reason marked on the **Revocation Letter**.

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

IWDS
Illinois Workforce
Development System
Case Management

Menus

[Staff Menu](#)

[Customer Menu](#)

[Application Menu](#)

Case Notes

[Add Case Notes](#)

[List Case Notes](#)

Universal Services

[Add Local Service](#)

[List All Services](#)

FAQs

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

Maintain TAA Status

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

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

TAA Petition Number: 90900 TAA Act: 2015

Employer Name: Caterpillar

Status: 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 - Revoking waiver due to enrollment in training.

2/13/19 - Establishing IEP for customer Steve

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

Enter a **Case Note** providing the date the **Revocation Letter** was sent to the participant. When the **Revocation Letter** is returned signed, upload the letter in IWDS and add a **Case Note** providing the date it was received.

To enter a **Case Note**, click **Add Case Notes** on the **Application Menu** for the participant.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu with the following items: "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 "Case Notes" section is highlighted with a red box. The main content area is titled "Application Menu" and displays the following information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", "App Date:02/13/2019", and a "Printable Application" button. Below this, there 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 **Training**:

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 IWDS Case Management interface. At the top is a red header with the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left is a blue sidebar menu with options like 'Staff Menu', 'Customer Menu', 'Application Menu', 'Case Notes', 'Universal Services', and 'FAQs'. The main content area is titled 'Add Case Note' and shows a form for a staff member named Sheila Sloan. The form includes fields for Contact Date, Program (dropdown), Note Category (dropdown), Confidential (Yes/No), Note Subject, and a large text area for the Case Note. At the bottom are buttons for 'Save, Add Another', 'Save and Return', and 'Cancel'.

On the state merit staff approved **Waiver**, under the **Waiver Revocation Section** enter the date the **Waiver** was revoked, the reason, mark the appropriate box for notice provided to participant, signature of career planner and date.

Waiver Revocation	
27. Date the Waiver was Revoked: <input type="text"/> / <input type="text"/> / <input type="text"/>	Reason for revocation: <input type="text"/>
Written notice of revocation provided to participant: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Career Planner Signature: <input type="text"/>	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Upload the **Waiver**, **IEP Modification Form**, the **Revocation Letter** and, if applicable, the **Termination Letter** and supporting documentation to IWDS.

To upload documents in IWDS, click on **List All Documents** under the **Profile** 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

Application

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

Profile

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

Services

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

Exit

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

Click **Add Document**.

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

Add Document Return

	Doc ID	Screen	Document Type	Date Stored	Date Reviewed	Reviewed By
Remove	Z1	Application Menu	Form #014 DCEO/Trade Individual Employment Plan	Tue May 25 13:25:10 CDT 2021		

Add Document Return

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 Individual Employment Plan** as the **Type**. If you upload the documents as separate documents, select the appropriate name from the drop down options for **Type**.

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

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

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

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

Upload Document

Path:

Type:

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

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

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

Trade Application:

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

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

IWDS Illinois Workforce Development System **Case Management**

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

Services

- List Enrolled Services
- List Part Time/Distance Learning

Exit

- Exit Summary
- View Wages
- View TAA Costs

Application

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

Profile

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

Menus

- Staff Menu
- Customer Menu
- Application Menu

Case Notes

- Add Case Notes
- List Case Notes

Universal Services

- Add Local Service
- List All Services

FAQs

- I'm Done: Log Off

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

IWDS Illinois Workforce Development System **Case Management**

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

Add Enrolled Service Printable Services Return

3 found Page 1 of 1

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

Page 1 of 1

Add Enrolled Service Printable Services Return

Menus

- Staff Menu
- Customer Menu
- Application Menu

Case Notes

- Add Case Notes
- List Case Notes


Universal Services

- Add Local Service
- List All Services

FAQs

- I'm Done: Log Off

Click **Add Additional Episode**.

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

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

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

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

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

Edit Required Activity Information

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

Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021
Approved/Denied By:
Approved/Denied
Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management Same Day Service
***Grant:** ▼
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 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: "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" (Sheila Sloan), "*Contact Date" (11/01/2021), "Program" (TAA/NAFTA), "*Note Category" (Case Note Supporting Same Day Service), "*Confidential" (No), "*Note Subject" (Case Management Services), and "*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 those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

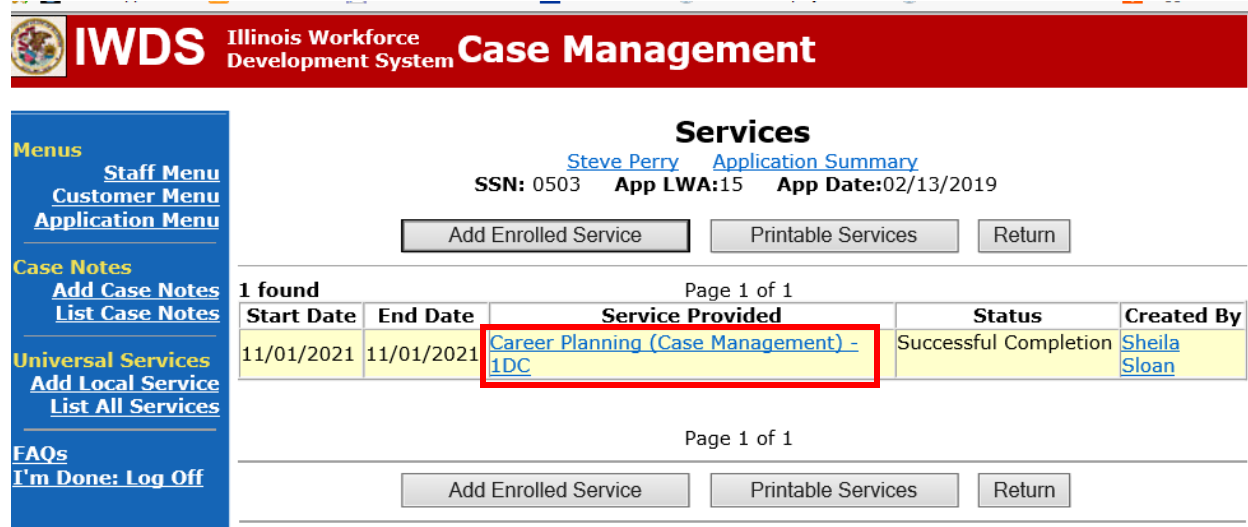
WIOA Application:

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

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

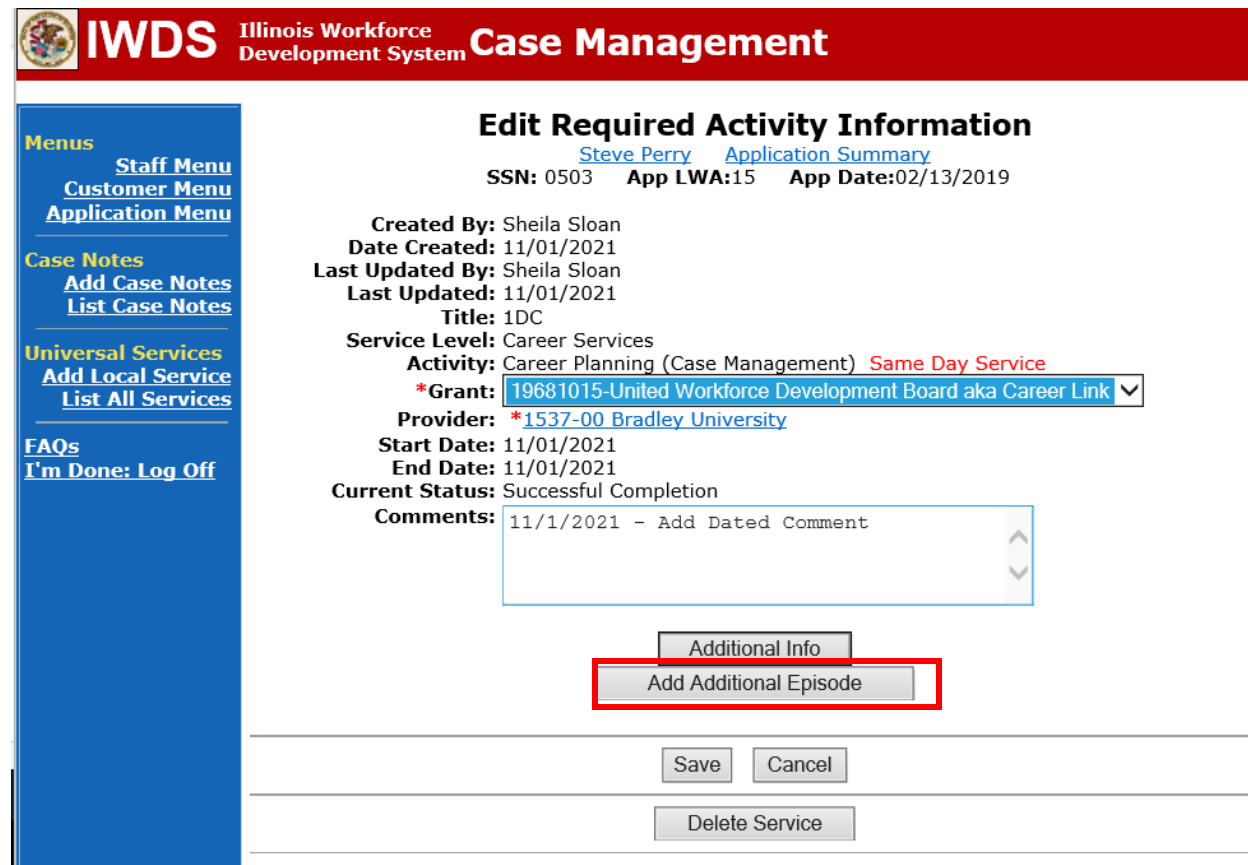
The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add 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, IIA Characteristics, List Part Time/Distance Learning). The "List Enrolled Services" link is highlighted with a red box. At the bottom right, there is an "Exit" section with links for Exit Summary, View Wages, and Performance Impact.

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



The screenshot shows the 'Services' page in the IWDS Case Management system. The header includes the IWDS logo and the text 'Illinois Workforce Development System Case Management'. A left-hand navigation menu contains links for 'Menus', 'Case Notes', 'Universal Services', and 'FAQs'. The main content area displays 'Services' for user 'Steve Perry' with application summary links. It shows '1 found' results on 'Page 1 of 1'. A table lists the service: 'Career Planning (Case Management) - 1DC' with a start date of 11/01/2021, end date of 11/01/2021, status of 'Successful Completion', and created by 'Sheila Sloan'. Below the table are buttons for 'Add Enrolled Service', 'Printable Services', and 'Return'.

Click Add Additional Episode.



The screenshot shows the 'Edit Required Activity Information' page in the IWDS Case Management system. The header is identical to the previous screenshot. The left-hand navigation menu is also present. The main content area displays 'Edit Required Activity Information' for user 'Steve Perry'. It shows 'SSN: 0503 App LWA:15 App Date:02/13/2019'. The activity details include: 'Created By: Sheila Sloan', 'Date Created: 11/01/2021', 'Last Updated By: Sheila Sloan', 'Last Updated: 11/01/2021', 'Title: 1DC', 'Service Level: Career Services', 'Activity: Career Planning (Case Management) Same Day Service', '*Grant: 19681015-United Workforce Development Board aka Career Link', 'Provider: *1537-00 Bradley University', 'Start Date: 11/01/2021', 'End Date: 11/01/2021', 'Current Status: Successful Completion', and 'Comments: 11/1/2021 - Add Dated Comment'. At the bottom, there are buttons for 'Additional Info', 'Add Additional Episode' (highlighted with a red box), 'Save', 'Cancel', and 'Delete Service'.

Complete the following fields:

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

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

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

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

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

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

Click **Save and Return**.

The screenshot shows the IWDS 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, followed by 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.

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.

Add Case Note
[Steve Perry](#) [Application Summary](#)
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
*Case Note: 11/1/21 Case Management for participant

Save and Return

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

For participant request to end the waiver only:

Inform the participant of the impact this decision will have on TRA and HCTC eligibility.
Have the participant sign the **Trade Form #003a Trade Waiver Termination Letter**.

Enter the **Waiver Revoked Status Record** in IWDS:

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

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header, the page is titled "Application Menu" for "Steve Perry" with an "Application Summary" link. The user's SSN is 0503, App LWA is 15, and App Date is 02/13/2019. A "Printable Application" button is visible. The main content area is divided into three columns: "Application", "Profile", and "Services". The "Application" column contains a list of links, with "List TAA Status" highlighted by a red box. The "Profile" column contains links for contact information, private information, veterans information, employment history, credentials, education status, program updates, measurable skill gains, and document lists. The "Services" column contains links for enrolled services and part-time/distance learning. A bottom section titled "Exit" contains links for exit summary, wages, and TAA costs. On the left side, there is a blue sidebar menu with sections for "Menus", "Case Notes", "Universal Services", and "FAQs".

Case Management

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](#)
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- [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 **View** for the **Waiver from Training Requirement 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 the Waiver end date

Enter a dated comment in the **Comment Box** indicating the reason for ending is due to participant request.

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

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: 04/14/2019
Waiver Reason: Training Not Available for Up to 60 Days

Comments: Extensions to Status End Date or Waiver Reason require DCEO Approval
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

Click **Add TAA Status** on the **List TAA Status** Screen.

IWDS Illinois Workforce Development System **Case Management**

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**

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Select **Waiver Revoked** from the drop down for **Status**.
 Enter the **Status Start Date** and the **Status End Date** (date the waiver is being revoked)
 Add a dated comment in the **Comment Box** describing the reason for the revocation.
 Select the **Revocation Reason** from the drop down.
 Click **Save**. This will set the record to pending 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: Waiver Revoked

Status Start Date:

Status End Date:

Waiver Reason:

Suspension Request Reason:

Ceased Participation Reason:

Comments:

IEP Amount Approved:

Revocation Reason:

- TAA Return to work
- Part Time: Training Will Begin Within 30 Days
- Training is Now Feasible for Client
- Qualifies Under 45 Day Extension: Training is Now Appropriate for Client
- Other

Qualifies Under 60 Day Extension:

Qualifies Under Federal Good Cause Provision:

Qualifies Under Equitable Tolling:

For expiration of a Waiver:

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

The screenshot shows the IWDS Case Management interface. At the top, a red banner contains the IWDS logo and the text "Illinois Workforce Development System Case Management". Below this 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". A "Printable Application" button is visible. The menu is organized into four columns: "Application" (with 17 items, where "List TAA Status" is highlighted with a red box), "Profile" (with 10 items), "Services" (with 2 items), and "Exit" (with 3 items).

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

Application

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

Profile

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


Services

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

Exit

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

Click **View** for the **Waiver from Training Requirement 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 the Waiver end date

Enter a dated comment in the **Comment Box** indicating the reason for ending is due waiver expiration.

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

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: 04/14/2019
Waiver Reason: Training Not Available for Up to 60 Days

Comments: Extensions to Status End Date or Waiver Reason require DCEO Approval
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

Click **Add TAA Status** on the **List TAA Status** Screen.

IWDS Illinois Workforce Development System **Case Management**

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**


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Select **Waiver Revoked** from the drop down for **Status**.
 Enter the **Status Start Date** and the **Status End Date** (date the waiver is being revoked)
 Add a dated comment in the **Comment Box** describing the reason for the revocation.
 Select the **Revocation Reason** from the drop down.
 Click **Save**. This will set the record to pending approval.


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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:

Status Start Date:

Status End Date:

Waiver Reason:

Suspension Request Reason:

Ceased Participation Reason:

Comments:

IEP Amount Approved:

Revocation Reason:

TAA Return to work
 Part Time:
 Qualifies Under 45 Day Extension:
 Other

Qualifies Under 60 Day Extension:

Qualifies Under Federal Good Cause Provision:

Qualifies Under Equitable Tolling:

For Enrollment in Training reason to end the waiver:

DO NOT ENTER a **Waiver Revoked Status Record** in IWDS.

See **Chapter 7: Trade Funded Training** for further instructions on entries for Enrollment in Training.

For revocations due to Failure to make contact for 30 Day Review:

Enter a **Potential Suspension Request**. See the instructions for the suspension condition of: **Participant did not meet one of the qualifying requirements for eligibility in a Trade/TRA Program** in **Chapter 9: Potential Suspension Request** for instructions.

For revocations due to Failure to Accept Suitable Employment:

Enter a **Potential Suspension Request**. See the instructions for the suspension condition of: **Participant was issued a Waiver From Training and Refused Suitable Employment** in **Chapter 9: Potential Suspension Request** for instructions.


For revocations due to Failure to Enroll in a Training Program that Became Feasible and Appropriate:

Enter the **Waiver Revoked Status Record** in IWDS, enter the **Status Start Date** and the **Status End Date**, add dated detailed comments in the **Comment Box**, select the **Revocation Reason**, and **Save**. This will set the record to pending approval.

Click **List TAA Status** 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". Below the header is a blue sidebar menu on the left 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". A "Printable Application" button is visible. The menu is organized into three columns: "Application" (with 16 items, where "List TAA Status" is highlighted with a red box), "Profile" (with 8 items), and "Services" (with 2 items). An "Exit" section is also present with 3 items.

Click **View** for the **Waiver from Training Requirement 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 the Waiver end date

Enter a dated comment in the **Comment Box** indicating the reason for ending is due to failure to enroll in a training program that became feasible and appropriate.

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

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: 04/14/2019
Waiver Reason: Training Not Available for Up to 60 Days

Comments: Extensions to Status End Date or Waiver Reason require DCEO Approval
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

Click **Add TAA Status** on the **List TAA Status** Screen.

IWDS Illinois Workforce Development System **Case Management**

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

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Select **Waiver Revoked** from the drop down for **Status**.
 Enter the **Status Start Date** and the **Status End Date** (date the waiver is being revoked)
 Add a dated comment in the **Comment Box** describing the reason for the revocation.
 Select the **Revocation Reason** from the drop down.
 Click **Save**. This will set the record to pending approval.

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Illinois Workforce Development System
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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:

Status Start Date:

Status End Date:

Waiver Reason:

Suspension Request Reason:

Ceased Participation Reason:

Comments:

IEP Amount Approved:

Revocation Reason:

TAA Return to work Training Will Begin Within 30 Days

Part Time: Training is Now Feasible for Client

Qualifies Under 45 Day Extension: Training is Now Appropriate for Client

Other

Qualifies Under 60 Day Extension:

Qualifies Under Federal Good Cause Provision:

Qualifies Under Equitable Tolling:

For all revocations:

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

Use this email format for revocations for **participant termination**:

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

Body of Email:

Can we have an IEP modification approval for a participant termination of waiver:

Participant Name:

Current Waiver End Date:

Justification for waiver termination:

Use this format for revocations for **Enrollment in Training**:

Email Subject Line: IEP Modification Request for Waiver Revocation/Enrollment in Training – “Participant First Name Initial and Last Name” – LWIA XX

Body of Email:

Can we have an IEP modification approval for a waiver revocation/enrollment in training for:

Participant Name:

Current Waiver End Date:

Training Plan:

Training Provider:

Program:

Training Start Date:

Planned Training End Date:

Total # of Training Weeks:

Travel Cost:

Training Cost:

Total IEP Cost:

Justification:

Use this email format for revocations for **expiration and cause**:

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

Body of Email:

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

Participant Name:

Current Waiver End Date:
Justification for waiver revocation:

State merit staff will do the following:

IWDS entries, and uploaded documents to ensure all entries are made as required and all documents are complete.

If issues are found, state merit staff will email the career planner and inform him/her of the issues that need addressed.

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.

State merit staff will review corrections.

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.

If approval is not possible and the request is denied, state merit staff will direct the career planner on the next steps to take.