

# Waiver Denial

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

To issue a Waiver denial, the career planner will do the following:

If this is the initial service for the participant:

Complete the **IEP**.

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

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

If this is an IEP modification for the participant:

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

Update the paper **IEP Modification Form**.

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.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry", "Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below this, there are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, 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 IDFS 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). 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 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:  ▼

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).

**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](#)

Select **Individual Employment Plan** from the drop down for the **Service Level**.

Enter the **Start Date**.

Click **Next**.



**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](#)

### 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

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).

Complete the information on the screen and click **Save**

- lenus
- Staff Menu
- Customer Menu
- Application Menu
- Case Notes
- Add Case Notes
- List Case Notes
- Universal Services
- Add Local Service
- List All Services
- AQs
- Item 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

**Menus**

[Staff Menu](#)

[Customer Menu](#)

[Application Menu](#)

**Case Notes**

[Add Case Notes](#)

[List Case Notes](#)

**Universal Services**

[Add Local Service](#)

[List All Services](#)

**FAQs**

[Home Done: Log Off](#)

### Maintain TAA Status

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

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

---

Status: IEP  
 Entry Date: 02/22/2019

Status Start Date: 02/13/2019  X

Status End Date:

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

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.					

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

**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 **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

**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

Update the **IEP Status Record** with a dated comment in the **Comment Box** describing the reason for the modification.

Click **Save**.

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:**  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 the relevant sections on the appropriate **Waiver** form including signature/date of participant and career planner.

In IWDS, enter the **Waiver Denied Status Record** including the denial reason in the **Comment Box** and **Save**. This will set the record to pending approval.

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 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

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).

Click **Add TAA Status**.

**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	<a href="#">Sheila Sloan</a>	02/25/2019
View	02/13/2019		IEP	Approved	<a href="#">Sheila Sloan</a>	02/25/2019

Add TAA Status Return

Select **Waiver Denied** from the drop down for **Status**.  
 Enter the **Status Start Date**.  
 Enter a dated comment in the **Comment Box** describing the denial.  
 Click **Save**. This will set the status 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 Denied

**Status Start Date:** 11/1/2021

**Status End Date:**

**Waiver Reason:**

**Suspension Request Reason:**

**Ceased Participation Reason:**

**Comments:** 11/1/2021 - Denial of Waiver. Participant did not meet requirements for a waiver.

**IEP Amount Approved:**

**Revocation Reason:**

**TAA Return to work Part Time:**

**Qualifies Under 45 Day Extension:**

**Qualifies Under 60 Day Extension:**

**Qualifies Under Federal Good Cause Provision:**

**Qualifies Under**

Upload the **Waiver, IEP and IEP Modification Form** and any 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.



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

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

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

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

### Application 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](#)

Click **Add Document**.



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

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

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

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

### List 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:

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

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

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 a title "Add Case Note" and two links: "Steve Perry" and "Application Summary". The "Staff Name" is "Sheila Sloan". The form fields are: "\*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 includes 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.

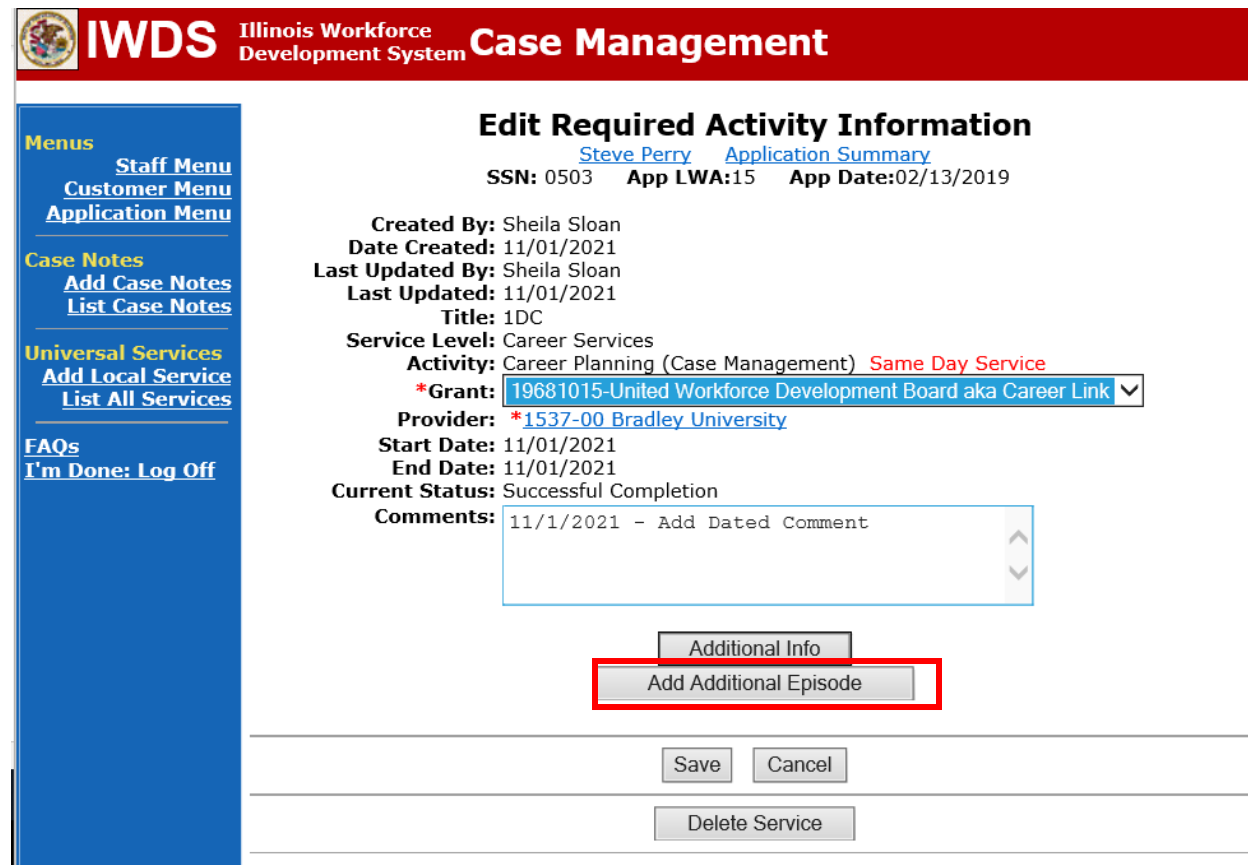


Click on Career Planning (Case Management) – 1DC.



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

Click Add Additional Episode.



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

Complete the following fields:

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

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

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

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

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

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

Click **Save and Return**.

The screenshot shows the IWDS 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 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 this 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 using the following format (if, it is an IEP modification, forward the last state merit staff approval):

**Email Subject Line:** New IEP (or IEP Modification) and Waiver Denial Approval Request – “Participant First Name Initial and Last Name” – LWIA XX

**Body of Email:**

Can we have a New IEP (or IEP modification) and Waiver Denial Approval for:

**Participant Name:**

**Justification Statement:**

**State merit staff will do the following:**

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