

General Workforce Investment Act Waiver Request Template

The Workforce Investment Act Section 189(i)(4)(B) identifies elements that must be included in a waiver request. These elements and the request process are also discussed in Training and Employment Guidance Letter number 26-09. In keeping with those requirements, ETA has developed this template that states may use when requesting a waiver. States may also request a waiver using their own format or form, as long as elements required by WIA are addressed in the request. After reviewing a state's initial request, ETA may request additional information if necessary to complete its review. ETA will render a decision within 90-days of the receipt of the waiver request.

To submit a waiver request, e-mail this completed template (or state-developed form) along with a cover letter to WIA.Plan@dol.gov and the appropriate ETA regional office. ETA will also accept hard copy submissions with an original signature sent to the Federal Coordinator for Plan Review and Approval and to the appropriate ETA Regional Administrator. The address for the Federal Coordinator is as follows:

Office of Workforce Investment
Division of WIA Adult Services and Workforce Systems
Employment and Training Administration
U.S. Department of Labor
200 Constitution Ave., NW, Room S-4209
Washington, DC 20210
ATTN: Federal Coordinator for Plan Review and Approval

Date:

State:

Agency:

Provide narrative for the following elements:

Statutory and/or regulatory requirements to be waived

Indicate which part of the WIA or the regulations the state would like to waive.

Actions undertaken to remove state or local barriers

Describe the actions undertaken to remove state or local barriers.

Goals and expected programmatic outcomes of waiver

Describe and specify how the waiver will help the state achieve an identified strategic goal or set of goals that it has outlined in its State Plan. If possible and appropriate to the type of waiver requested, provide quantifiable projections for programmatic outcomes that will result from the waiver.

Individuals impacted by the waiver

Describe which populations the waiver will benefit, or that the waiver will otherwise affect. Beneficiaries may include workforce systems and processes.

Process for monitoring progress in implementation

Describe processes the state has established or will establish to support waiver implementation; identify steps for implementing the waiver; discuss plans to monitor implementation including programmatic review, financial oversight, and accountability.

Notice to affected local boards

Address how local boards affected by the waiver were notified of the request.

Public Comment

Provide a description of the proactive solicitation of public comments. At a minimum, post the proposed waiver request to the state's official website or in the newspaper for comment. Ideally, develop a targeted outreach strategy to collect input and comment from all affected stakeholders. Submit any comments or concerns collected in this manner and the outcome of the state's review of the public comments received.