

Exception Request: ITA Funding of Not-in-Demand Occupational Skill Training

On an individual basis, the WDC may waive local policy requirements for any individual with physical or sensory disabilities or other unusual circumstance and it has been determined that training is necessary for the individual to obtain employment.

Under special circumstances and with proper justification, a request can be made to exceed the ITA funding limit, training duration or to authorize training in a not-in-demand or otherwise restricted occupation.

Please include, at minimum, the following items with this request:

- Resume
- Job Fit, other occupational matching tool, and/or aptitude assessment
- Listing of entry-level job openings in the occupation
Please only list full-time job openings unless the individual's employment goal is part-time work.
- Starting level and median wage information

Make sure the application is complete and all questions answered. Please provide a clear description of the "unusual circumstance" that requires an exception. Submission to the SWWDC requires prior approval by the One Stop Manager or designee.

By signing below, we agree that we have provided and jointly reviewed all items listed.

Participant Name

Date

Employment Specialist Name

Date

Send completed request to your project manager at the address listed above

This request was reviewed and approved for submission by:

WIA Program Supervisor (or Designee):

WIA Provider Name:

Date:

Participant Name:

Participant Social Security Number:

Date of Initial Registration in WIA:

Adult or Dislocated Worker Program:

Co-Enrollment in Other Programs (list):

Training Provider:

Training Program:

O*NET Code:

Demand Occupation: Yes No

Estimated Placement Wage After Training:

Total Training Cost:

ITA Amount Requested:

List Amounts of Other Sources of Funding: PELL \$ Other Financial Aid \$

TAA \$ NAFTA \$ Loans \$ Self \$ Other \$

If Not Eligible for PELL, Explain Why:

Total Planned Supportive Service Costs: Childcare \$ Transportation \$ Other
(list) \$

Estimated Training Start Date: Estimated Training Completion Date:

Please answer the following questions (use additional paper if needed):

1. How many job orders are currently open or have been listed in the last year for the occupation you are asking an exception for?
2. What are the sources you used to support this information?
3. Describe why you believe this occupation is (or will be) in demand. Attach appropriate supporting documentation or information (articles, letters from employers, etc.).
4. Please describe why you think this occupation is the best match for you?

WDC Use Only: Exception Approved	Exception Denied
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