

POLICY EXCEPTION MEMO

DATE:

TO: GuilfordWorks Workforce Development:

FROM: WIOA Service Provider:

SUBJECT: Exception to ITA Limit Policy
 Exception to Supportive Service Limit
 Exception to WIOA A/DW Policy:
 Exception to WIOA Youth Policy:

Participant last name, first initial:

State ID#:

Vocational Goal:

Explanation:

Labor market demand Hardship of individual:
 Other: *Explain in the comment section below*

Comments:

WIOA service provider supervisor:

Authorized Signature

Workforce Development Board Staff Approval: Yes No: *Explain in the comment section below*

WDB Director and/or Designee Signature

Comments:

Return original to sender for participant's case file.