LWIA: __________________________  Request Date: __________________________

Case Manager/LWIA Staff: ____________________________________________________

State ID of Record needing correction: ____________  Participant Last name: ______________

Type of Change/Correction:

Application: __________________________________________________________________

Participation: __________________________________________________________________

Activities/Services: __________________________________________________________________

Case Closure: __________________________________________________________________

Exit: __________________________________________________________________

Exclusion(s): __________________________________________________________________

Follow-up: __________________________________________________________________

(Note that any changes to the Exit Date may require coordination between WIA, Wagner-Peyser and Trade, where appropriate. If this a request to remove or delete an Exit, a thorough explanation must be listed in the “Justification for the Change” section below. The explanation must include complete details, including dates, of any/all services that have been provided since the most recent WIA service reported within the VaWC).

Justification for the Change:

__________________________________________________________________________________

__________________________________________________________________________________

Case Manager Requesting Change __________________________  Signature __________________________  Date __________________________
I hereby certify that I have reviewed this record and have determined that there is sufficient verification and documentation to update/modify the record as requested above.

<table>
<thead>
<tr>
<th>LWIA System Administrator</th>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
</table>

Section below for State Administrator Staff:

Correction Request Received:  

<table>
<thead>
<tr>
<th>State Administrator Staff</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Request Status:  

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
<th>Returned for Clarification</th>
</tr>
</thead>
</table>

Request Process Date:  

| / / |

Action: ____________________________________________________________

Additional Comments: