TAA: Entering a Revoked Waiver

1. Find Client -- *Always make sure all necessary info is on the application screen*

2. Ensure the original waiver has been entered, as well as any subsequent 28-day reviews

3. Service Screen – edit Waiver
    a. Date: waiver issue date
    b. Service/Activity Title – click on magnifying glass
    c. TAA services
    d. Waiver from Training
    e. Funding Stream: TAA
    f. Summary Description: revoked waiver
    g. Planned End Date: date waiver is revoked
    h. Actual end date: date waiver is revoked
    i. Service Note: waiver revoked because…

4. Amend HCTC end date to the revoked waiver date. . If you are not able to change the end date because of prior ownership, contact the state TAA coordinator.

5. Case Notes: why the waiver is being revoked.

Send waiver revocation to state TAA for to remove waiver from active file.