

RECORD CHANGE REQUEST

Instructions:

1. COMPLETE ALL REQUIRED FIELDS
2. SIGN DIGITALLY, RENAME, RESAVE
3. EMAIL TO: ChangeRequest@dhewd.mo.gov
4. FSD CONTRACTORS SEND TO: SkillUp.Missouri@dss.mo.gov

TO BE COMPLETED BY SENDING AGENCY

PROGRAM	MISSOURI JOB CENTER	LOCAL WORKFORCE DEVELOPMENT AREA
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CUSTOMER NAME	STATE ID	EMPLOYER SITE ID
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CASE MANAGER/STAFF NAME	CASE MANAGER/STAFF PHONE NUMBER
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TYPE OF DATA TO BE CHANGED

Program Application
 Case Note
 IEP/OAS
 Activities/Enrollments
 Other:

<p>DATA TO BE CHANGED (include dates, services, enrollments, etc.) CONTINUE ON PAGE 2 IF ADDITIONAL SPACE IS NEEDED.</p>	<p>CHANGE DATA TO (include dates, services, enrollments, etc.) CONTINUE ON PAGE 2 IF ADDITIONAL SPACE IS NEEDED.</p>
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DOCUMENTED JUSTIFICATION FOR CHANGE - CONTINUE ON PAGE 2 IF ADDITIONAL SPACE IS NEEDED.

<input type="checkbox"/> Functional Leader, Regional Manager, or local authorized representative has reviewed.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED (If "denied" is checked, complete "Reason for Denial" on page 2 of this form. Do not forward/email denied requests to DWD, but keep on file in local office.)
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FL, RM OR REPRESENTATIVE SIGNATURE
 (CLICK TO SIGN. SIGN DIGITALLY ONLY WITH YOUR ACROBAT READER DIGITAL SIGNATURE.)

INTERNAL USE ONLY

DATE RECEIVED	<input type="checkbox"/> DWD Central Office Programs and Services reviewer has reviewed this change request.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> WITHDRAWN (If "denied" is checked, complete "Reason for Denial" on page 2 of this form. Return copy of denied, signed form to originating email address.) Forward approved change to DWD Technical support Unit.
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DWD CENTRAL OFFICE PROGRAMS AND SERVICES APPROVAL/DENIAL SIGNATURE	DATE REVIEWED
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OPC TICKET NUMBER	DATE CHANGE(S) COMPLETED	TSU APPROXIMATE TIME SPENT
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CHANGE COMPLETED BY

RECORD CHANGE REQUEST

A proud partner of the  network

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CUSTOMER NAME	STATE ID	EMPLOYER SITE ID	
CASE MANAGER/STAFF NAME	CASE MANAGER/STAFF PHONE NUMBER		

CON'T FROM PAGE 1/REASON FOR DENIAL