

Merit Staff Approval Request Email Formats

New IEP and Waiver Request

Can we have an IEP & Waiver Approval for:

Name of Customer:

Waiver Plan: (Anticipated Dates of Waiver)

Justification Statement:

Waiver is being requested because customer is in the process of completing their training paperwork. Customer's 26/26 deadline is (26/26 deadline date). By issuing this waiver, customer meets the 26/26 deadline. Customer is in the process of completing training paperwork and has a training goal of: (Training Program Name). Customer anticipates starting training (anticipated start date).

Customer would like to pursue the following Industry Recognized Credentials: (list credentials).
Customer is in the process of completing training paperwork.

New IEP & Occupational Skills Training/Waiver Revocation Approval

Can we have IEP & New Occupational Skills Training and Waiver Revocation Approval for:

Name of Student:

Current Waiver End Date:

Occupational Training Plan

Training Provider:

Program:

Training Start Date:

Training End Date:

Training Weeks:

Travel Cost: \$0

Training Cost: \$

Total IEP Cost: \$

Justification Note:

Give justification for training program approval.

New IEP & Occupational Skills Training Approval

Can we have IEP & New Occupational Skills Training Approval for:

Name of Student:

Occupational Training Plan

Training Provider:

Program:

Training Start Date:

Training End Date:

Training Weeks:

Travel Cost: \$0

Training Cost: \$

Total IEP Cost: \$

Justification Note:

Give justification for training program approval.

IEP Revision

Can we have an IEP revision for (list what revision is for) approval for:

Name of Customer:

Training Provider:

Program:

Original Program Start Date:

Current Program End Date:

Total Training Weeks Used:

Current Total Training Cost:

Current Transportation Cost:

Current Total IEP Cost:

New Program End Date (if applicable):

Total Training Weeks Used:

Additional Training Cost (if applicable):

Additional Transportation Cost (if applicable):

New Total IEP Cost (if applicable):

Justification Statement: Provide info on the revision

IEP Revision for Final Cost Reconciliation

Can we have an IEP revision & final cost reconciliation approval for:

Name of Customer:

Final IEP Cost:

Justification Statement:

This IEP revision is so that program and finance costs match. The final IEP cost for the customer is \$(final cost amount). IEP cost (decreased/increased) by \$(increase/decrease amount). This is because (reason for difference).