



WorkFirst Contractor Exception to the Rule (ETR) Request

Directions for ETR Request form:

- Contractor fills out the section below
- Prepare backup documentation (Reminder – participant name, address, or other confidential info must be redacted)
- Authorized Contractor staff submits ETR Request and backup documentation

ETR Amounts:

Contractors may go over the requested amount by 10% without submitting a new ETR. This is to accommodate small price fluctuations. If the purchase amount goes above the 10% max, contractors must submit a new ETR. If the purchase amount is below the requested amount, contractors do not need to submit a new ETR. Contractors will still need to use the eJAS Override button.

- **Note:** Technology and Insurance cannot exceed the hard limit – even if the 10% goes beyond the hard limit.

Date of Request: Click or tap here to enter text.	Contractor Name and Code: Click or tap here to enter text.
<p>Contractor Staff Information:</p> <p>Name: Click or tap here to enter text.</p> <p>Email and Phone: Click or tap here to enter text.</p>	
<p>WorkFirst Program:</p> <p><input type="checkbox"/> Community Jobs <input type="checkbox"/> Community Works</p>	Participant eJAS Number: Click or tap here to enter text.
<p>Requested Amount: \$Click or tap here to enter text.</p> <p>*10% Max: \$Click or tap here to enter text.</p> <p><small>*For technology and insurance – this cannot exceed the hard limit</small></p>	<p>Support Service Sub-Category Number & Name (Example: (61) Transportation-Related License/Fees):</p> <p>Click or tap here to enter text.</p>
<p>What is the specific reason of this Exception to The Rule (ETR) request?</p> <p>Click or tap here to enter text.</p>	
<p>How does this support service promote the participant’s employment goal, participation, and/or barrier resolution?</p> <p>Click or tap here to enter text.</p>	
<p>Were other alternatives explored prior to submitting this ETR request? <input type="checkbox"/> YES <input type="checkbox"/> NO (if No, provide explanation)</p> <p>Click or tap here to enter text.</p>	
<p>How will you help the participant maintain this support service after the program ends?</p> <p>Click or tap here to enter text.</p>	