

**Optional Template for Extension Requests of Waivers and Stand-Alone State Plans:**

(As indicated in Training and Employment Guidance Letter (TEGL) No. 14-08, the due date for submission of the extension request is April 15, 2009.)

**Addressees:**

Send To: Janet Sten, Federal Coordinator for Plan Review and Approval (preferably by e-mail to: [WIA.PLAN@dol.gov](mailto:WIA.PLAN@dol.gov))

Copy To: Appropriate Regional Administrator

**Content of Letter:**

**Extension of Strategic State Plan**

Sample language follows:

[NAME OF STATE]'s Strategic State Plan for Title I of the Workforce Investment Act (WIA) and the Wagner-Peyser Act will expire on June 30, 2009. In accordance with TEGL No. 14-08, [NAME OF STATE] is requesting that the U.S. Department of Labor extend the life of the existing [NAME OF STATE] WIA/Wagner-Peyser Act State Plan into PY 2009.

**WIA/Wagner-Peyser Performance Goals for PY 2009**

As indicated in TEGL No. 14-08, states need to do one of the following:

- Submit proposed levels of performance for PY 2009;
- Advise ETA that the state has decided to use the goals negotiated for PY 2008 for PY 2009; or
- Include agreed-upon levels of performance for PY 2009 for WIA and Wagner-Peyser Act programs (this applies to only those states that have completed negotiations with ETA).

**Waiver Requests**

As indicated in TEGL No. 14-08, states need to clearly identify each currently approved waiver that they wish to continue in PY 2009.

If the state wishes to request new waivers at this time, the state should identify the new waivers requested in the letter and must attach a complete waiver plan for each waiver request.

**Name and Contact Information of State Official to Serve As Point of Contact**

States need to provide a name and contact information for the state official that ETA can contact in case additional information is required.

**Signature Level Required on Letter:**

The letter must be signed by the Governor or designated WIA Title I Signatory Official, as indicated on the up-to-date Program Administration Designees and Plan Signatures Form in the current State Plan. The official listed as the designated WIA Title I Signatory Official in the State Plan can submit the request only if s/he is the person currently operating in that capacity.

Attachment: Regional Administrators, with post office and e-mail addresses, and address for Janet Sten, the Federal Coordinator.

**ETA REGIONAL ADMINISTRATORS AND  
FEDERAL COORDINATOR FOR PLAN REVIEW AND APPROVAL**

<p><b>REGION 1 – BOSTON/NEW YORK</b>  Holly O’Brien  Acting Regional Administrator  U.S. Department of Labor  JFK Building, Room E-350  Boston, MA 02203  <a href="mailto:Obrien.holly@dol.gov">Obrien.holly@dol.gov</a></p>	<p><b>REGION 2 – PHILADELPHIA</b>  Lenita Jacobs-Simmons  Regional Administrator  U.S. Department of Labor  The Curtis Center  170 South Independence Mall West, Suite 825 East  Philadelphia, PA 19106-3315  <a href="mailto:Jacobs-simmons.lenita@dol.gov">Jacobs-simmons.lenita@dol.gov</a></p>
<p><b>REGION 3 – ATLANTA</b>  Helen N. Parker  Regional Administrator  U.S. Department of Labor  Sam Nunn Atlanta Federal Center  61 Forsyth Street, S.W., Room 6M12  Atlanta, Georgia 30303  <a href="mailto:Parker.helen@dol.gov">Parker.helen@dol.gov</a></p>	<p><b>REGION 4 – DALLAS/DENVER</b>  Joseph C. Juarez  Regional Administrator  U.S. Department of Labor  A. Maceo Smith Federal Building  525 S. Griffin Street, Room 317  Dallas, Texas 75202  <a href="mailto:Juarez.joseph@dol.gov">Juarez.joseph@dol.gov</a></p>
<p><b>REGION 5 – CHICAGO/KANSAS CITY</b>  Nick Lammers  Acting Regional Administrator  U.S. Department of Labor  John Kluczynski Building  230 S. Dearborn Street, Room 638  Chicago, IL 60604  <a href="mailto:Lammers.nicholas@dol.gov">Lammers.nicholas@dol.gov</a></p>	<p><b>REGION 6 – SAN FRANCISCO/SEATTLE</b>  Richard Trigg  Regional Administrator  U.S. Department of Labor  George W. Bush Federal Building  90 7<sup>th</sup> Street, Suite 17-300  San Francisco, California 94103-1516  <a href="mailto:Trigg.richard@dol.gov">Trigg.richard@dol.gov</a></p>

<p><b>Federal Coordinator for Plan Review and Approval (ETA National Office)</b>  Division of Workforce System Support  Employment and Training Administration  U.S. Department of Labor  200 Constitution Ave., NW, Room S-4231  Washington, DC 20210  ATTN: Janet Sten  <a href="mailto:Sten.janet@dol.gov">Sten.janet@dol.gov</a></p>
--