



This form is to be used when requesting a 2nd Voucher for your WIOA Registered Customer. This form needs to be approved by The Chicago Cook Workforce Partnership. Once approved or denied an email will be sent. Please place this request in customer’s file and complete a case note entry in the case management system, if applicable.

The following conditions must be met in order for a customer to be considered for a 2nd ITA:

- 1. Must have successfully completed one ITA funded training course; and is requesting a training program in the same or related subject/field (e.g. along a career pathway) which will provide additional skills to support their move toward self-sufficiency.
2. The subsequent ITA provides training in a field where the customer is able to use transferrable skills
3. In exceptional circumstances, at the discretion of The Partnership

A second ITA will not be approved if the customer withdrew from or failed to complete the initial ITA funded training course. A customer receiving a subsequent ITA may only access the balance of the original lifetime ITA funding maximum amount as applicable based on the voucher limit tiers.

Agency Name:
Career Coach Name:
Customer Name:
Career Connect State ID:

Please provide the information on the customer’s previous training.

Name of the Training Provider:
Start and End Dates:
Name of Training Program and Tuition Amount:
Completion Status (Successful or Unsuccessful, etc):
Did they get their credential, Y/N? Please provide a detailed explanation of your response.
Are there case notes pertaining to their training?
Did they find employment in what they trained for, Y/N? Please provide detailed information on your answer

Please provide information on the New Training the customer is seeking.

Name of Training Provider and Program
Does this align with their prior training program's career path? Please provide detailed explanation.
Please provide a detailed explanation on why you support this request.