

# ETA AUTOMATED WAIVER SYSTEM

## User's Guide



**ETA**

U.S. Department of Labor  
Employment and Training Administration

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# Introduction

The **ETA Automated Waiver System – Home Page** provides general information on the Waiver System. The functions available in this version of the **Automated Waiver System** allow users to **review waivers records only**. No waiver records may be added or updated.

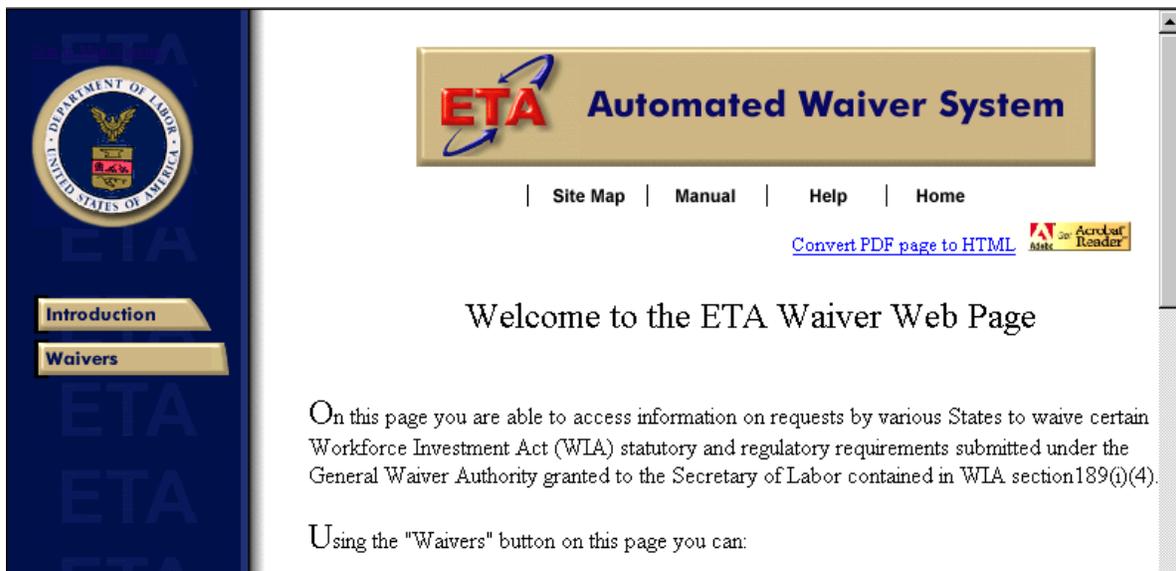
This section, **Introduction**, provides instructions on how to access and navigate the Waiver System.

## Access ETA Automated Waiver System

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Follow the steps below to access the **ETA Automated Waiver System**.

1. Type the following URL in the **Location** field of your Web browser:  
**<http://waivers.doleta.gov>** The **ETA Automated Waiver System Home Page** and **Main Menu** is displayed (Figure 1).



**Figure 1**

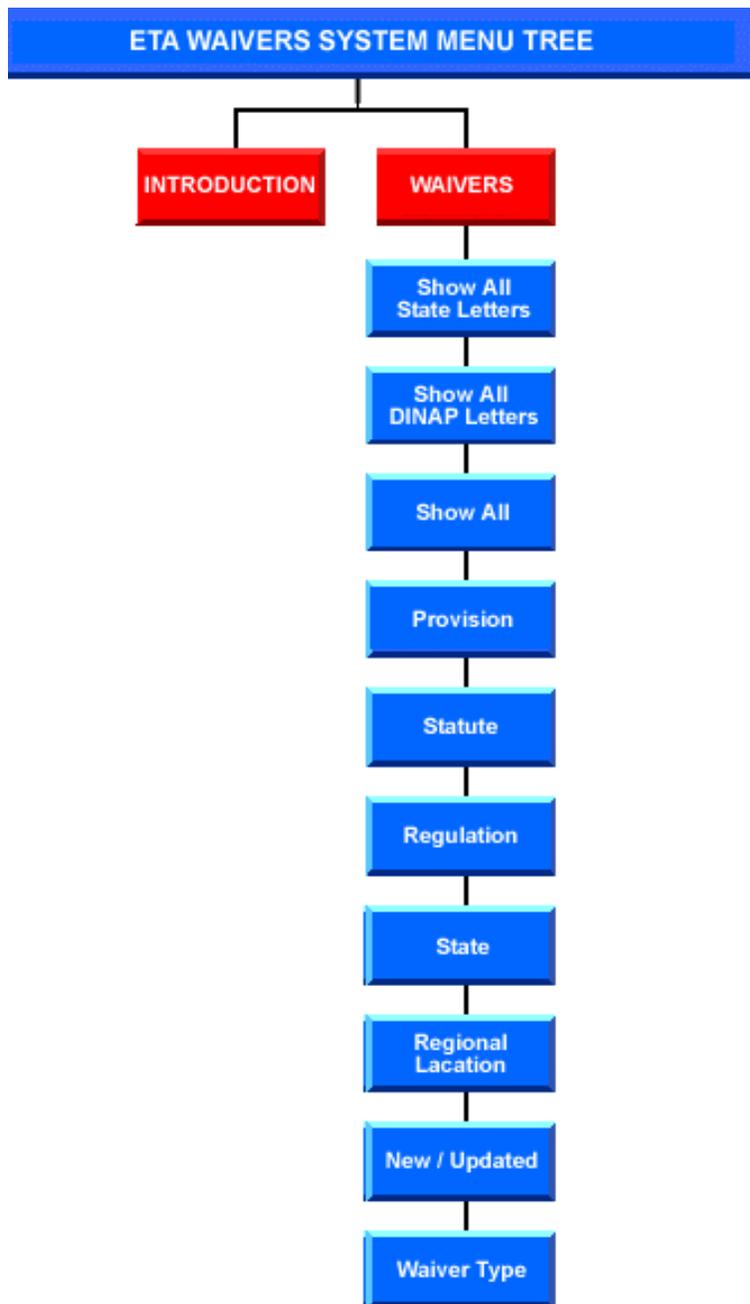
2. The **Home Page** window displays the **Main Menu** (in the frame on the left) and general information about the **Waiver System** in the main frame. This information is shown in full under the **Introduction** section of this document.

3. The **Automated Waiver System Home Page** also displays a system navigation bar (Figure 2) at the top of the window in the center frame. This bar is displayed in most of the windows within the **Waiver System**. Click the desired option to select it. Descriptions of the options on the system navigation bar are provided below:



**Figure 2**

- **Site Map** – Displays the function tree for the **Waiver System** (Figure 3). The function tree allows you access any function within the **Waiver System**. Just click on the desired function, and the window for the chosen function is displayed.
- **Manual** – Displays the online instruction manual in the Adobe Report window. The manual can be printed to provide you with a hard copy of the user manual.
- **Help** - Provides online help for performing **Waiver System** functions. The instructions are more abbreviated, and each function has a link to the instructions for the function.
- **Home** – Displays the **Automated Waiver System home page** with the **main menu**.



**Figure 3**

## Review Waivers

The **Waivers menu** provides access to waivers for review functions. After waivers have been entered into the system, they are retained in a database for review. Waivers can be retrieved in any of the following ways: Waiver Plan Number, Waiver Control Number, Provision, Statute, Regulation, State, Regional Location, New/Updated, or Waiver Type. Some review functions present waivers in a list that allows you to select a waiver by clicking its Control number. The waiver is then displayed in the short form, which provides the option for displaying the waiver in the full report form. After the desired waiver is displayed, it can be printed, using the print capabilities of your Web browser.

### Access Waivers in Database

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To access the Waivers database, click **Waivers** from the **Waiver System Main Menu**. The **Waivers in Database menu** is displayed (Figure 4).

## Waivers in Database

[Show All State Letters](#) List of all waiver documents, arranged by state. Includes State waiver plan submissions, approval decision letters to the Governor, letters to the State WIA Liaisons which set forth the disposition on all of a State's requested waivers and, where appropriate, relevant grant documents.

[Show All DINAP Letters](#) List of all waiver documents, arranged by state. Includes DINAP waiver plan submissions, approval decision letters, letters to the Liaisons which set forth the disposition on all of a Service providers's requested waivers and, where appropriate, relevant grant documents.

[Show All](#) Displays a list of all waivers (with links to the details), grouped by state. Expired waivers at the end of the list.

[Provision](#) Displays a list of waivers (with links to the details) that contain the search string within the provision citation, grouped by state. Expired waivers at the end of the list.

[Statute](#) Displays a list of waivers (with links to the details) that contain the search string within the statute citation, grouped by state. Expired waivers at the end of the list.

[Regulation](#) Displays a list of waivers (with links to the details) that contain the search string within the regulation citation, grouped by state. Expired waivers at the end of the list.

[State](#) Displays a list of waivers (with links to the details) that pertain to a state. Expired waivers at the end of the list.

[Regional Location](#) Displays a list of waivers (with links to the details) that are being processed by a Regional Office Location, grouped by state. Expired waivers at the end of the list.

[New / Updated](#) Displays a list of waivers (with links to the details) that are new or updated, grouped by state. Expired waivers at the end of the list.

[Waiver Type](#) Displays a list of waivers (with links to the details) that are of the same type, grouped by state. Expired waivers at the end of the list.

**Figure 4**

## Options for Reviewing Waivers in Database

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Click the desired option from the **Waivers in Database** menu. Instructions for each option are provided below.

### Show All State Letters

This function displays a table with all of the states and territories. Within each state/territory, there is a list with the following documents: Waiver Plan, Governor's Letter, and Liaison Letter. Click the desired document to display it for your review.

### Show All DINAP Letters

This function displays a table with all of the states and territories. Within each state/territory, there is a list with the following documents: Waiver Plan, Governor's Letter, and Liaison Letter. Click the desired document to display it for your review.

### Show All

This function displays a list of all waivers, grouped by state, with links to the details. Expired waivers are grouped together at the end of the list.

- Waiver report: To display the waiver details report, click the **Control Number** for that waiver (first column on the left side of the list). When the desired waiver details is displayed, you will notice that some of the narrative fields have information truncated. To see the entire narrative, click **Full Report**. The full report is displayed. To return to the abbreviated report, click **Short View**. To return to the window with the list of waivers, click **Back to Previous Screen**.
- Field Descriptions: When you click on any hyperlinked field name in the report, a description of its meaning and use is displayed. To return to the report, click the close window icon [X] from your Web browser.
- Click the waiver plan link or liaison letter link and it will be displayed in the Adobe Acrobat window.
- Click **Next** and **Previous** to scroll through multiple records of the waiver.
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### Provision

The **Provision** window has a field that allows you to enter a search string from the Provision citation. Type the phrase and click **Next>>**. If the search cannot locate a match, a message is displayed to indicate that there is no match for the phrase. (**Note:** If you leave the Provision citation field blank, the search returns a listing of **all** waivers.) If the search locates any waivers that contain the desired phrase from the Provision citation, a list of waivers is displayed, listed by state, with expired waivers at the end of the list. Click the **Control Number** of any waiver on the list to see the detail report for that waiver. See the instructions under **Show All** for navigating the waiver detail report.

### Statute

The **Statute** window has a field that allows you to enter a search string from the Statute citation. Type the phrase and click **Next>>**. If the search cannot locate a match, a message is displayed to indicate that there is no match for the phrase. (**Note:** If you leave the Statute citation field blank,

the search returns a listing of **all** waivers.) If the search locates any waivers that contain the desired phrase from the Statute citation, a list of waivers is displayed, listed by state, with expired waivers at the end of the list. Click the **Control Number** of any waiver on the list to see the detail report for that waiver. See the instructions under **Show All** for navigating the waiver detail report.

## **Regulation**

The **Regulation** window has a field that allows you to enter a search string from the Regulation citation. Type the phrase and click **Next>>**. If the search cannot locate a match, a message is displayed to indicate that there is no match for the phrase. (**Note:** If you leave the Provision citation field blank, the search returns a listing of **all** waivers.) If the search locates any waivers that contain the desired phrase from the Provision citation, a list of waivers is displayed, listed by state, with expired waivers at the end of the list. Click the **Control Number** of any waiver on the list to see the detail report for that waiver. See the instructions under **Show All** for navigating the waiver detail report.

## **State**

The **State** window allows you to select a state and search for waivers associated with the chosen state. Click your state abbreviation in the column to the left of your screen. If the search cannot locate any waivers for the selected state, a message is displayed to indicate that no match was located. Click **Back to Previous Screen** to return to the **State** window. If the search locates any waivers that relate to the selected state, a list of waivers window is displayed, with expired waivers at the end of the list. Click the **Control Number** of any waiver on the list to see the detail report for that waiver. See the instructions under **Show All** for navigating the waiver detail report.

## **Regional Location**

The **Regional Location** window allows you to select a region and search for waivers associated with the chosen region. Click the desired region in the **Office Location** window. If there are no waivers for the selected region, a blank waiver list window is displayed. Click **Back to Previous Screen** to return to the **Regional Location** window. If the search locates any waivers, a list of waivers are displayed, listed by state, with expired waivers at the end of the list. Click the **Control number** of any waiver on the list to see the detail report for that waiver. See the instructions under **Show All** for navigating the waiver detail report.

## **New/Updated**

The New/Updated window has a field that allows you to enter a search date. The search will locate any waivers that were entered or updated **from that date and forward**. Type the date in MM/DD/YYYY format (e.g., 09/25/2001) and click **Search**. If the search cannot locate a match, a message is displayed to indicate that no matches were located. Click **Back to Previous Screen** to return to the **New/Updated** window. If the search locates any new or updated waivers, a list of waivers window is displayed. Waivers are listed by state, and expired waivers are at the end of the list. Click the **Control number** of any waiver on the list to see the detail report for that waiver. See the instructions under **Show All** for navigating the waiver detail report.

## **Waiver Type**

The **Waiver Type** window allows you to select a waiver type and search for waivers associated with the chosen type. Click the arrow on the right side of the field to display the list of waivers. Click the desired waiver and click **Next>>**. If there are no waivers for the selected region, a blank waiver list window is displayed. Click **Back to Previous Screen** to return to the **Waiver Type** window. If the search locates any waivers, a list of waivers is displayed, listed by state, with expired waivers at the end of the list. Click the Control number of any waiver on the list to see the detail report for that waiver. See the instructions under **Show All** for navigating the waiver detail report.