

Dislocated Worker and Federal Adult Programs (DWFAP)

ADVISORY: Technical Assistance Bulletin (TAB) 26-06

TO: All Dislocated Worker and Federal Adult Programs (DWFAP) Grantees

FROM: Minnesota Department of Employment and Economic Development (DEED) DWFAP Unit

PUBLICATION DATE: May 26, 2026

EXPIRATION DATE: None (Continuing)

NUMBER: 26-06

SUBJECT: Waiver of the Individual Employment Plan (IEP) Policy's Full Legal Name Requirement

1. Purpose

This TAB announces the immediate waiver of the Individual Employment Plan (IEP) Policy's full legal name requirement.

2. Action Requested

Stakeholders are encouraged to review this TAB and share with relevant staff as appropriate.

3. Relevant Laws, Policies and References

[DEED Multi-Program Individual Employment Plan \(IEP\) Policy](#) (March 18, 2016)

4. Updates to Advisories

None

5. Summary and Background

At the end of March 2026, [Workforce One \(WF1\)](#) was updated to remove the 'Full Legal Name' field from the plan in WF1. The plan now displays the individual's 'Preferred First Name' and 'Last Name.' Until the IEP Policy can be formally updated to reflect these changes this TAB will act as a waiver to the IEP Policy requirement that providers must enter the Full Legal Name of participants into their IEPs.

6. Waiver of the IEP Policy's Full Legal Name Requirement

This TAB waives the IEP Policy requirement that providers must enter the Full Legal Name of participants into their IEPs. Specifically, this TAB waives the following: "Participant's full, legal name (including middle name(s)) must be recorded on the IEP." All other requirements of the IEP Policy continue to apply.

This waiver is effective April 1, 2026 and continues until this TAB is cancelled or rescinded.

7. Inquiries

Contact DWFAP's email for any questions related to this TAB: Dwfaprograms.deed@state.mn.us

8. Attachments

None

9. Advisory History

Version Number	Description	Date
TAB 26-06	Original Publication	5/26/26