**State Dislocated Worker Administrative Threshold Waiver Form**

**Instructions:**

* A grantee must apply for a waiver to spend outside of a 10% administrative threshold for State Dislocated Worker (DW) program per the **WIOA Adult and WIOA DW Programs Administrative Costs Policy**. Requests will be reviewed and approved on a case-by-case basis. DEED may request additional information when reviewing these requests.
* **Modification of the administrative threshold is not allowed for the duration of the grant period**. Approved percentage will be locked-in for the entire grant period.
* Justification for waivers may include:

Reasons for the increased or decreased request (include specific expenses/change in operations, service delivery, staffing, outreach strategies, etc.)

**Are you requesting an Administrative Cost waiver with for this State DW grant?**

☐ Yes - describe the need for the waiver below in 1-2 paragraphs.

☐ No

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| --- | --- |
| **Administrative Cost Category Waiver:** | Click here to enter text. |