

## Instructions for Completing WF1 Change Request Form

This form should be completed to request changes to the Workforce One (WF1) application or reports. All change requests are subject to review and approval. You will be notified when a decision has been made about your request. To add a change request go to the [Workforce One website](#) and select the “Forms” link on the page. Then select “Change Request Form”.

### Contact Information

**First Name:** Enter the first name of the contact person for the change request. We may contact this person for additional information.

**Last Name:** Enter the last name of the contact person for the change request.

**Phone:** Enter the primary phone number where the contact person can be reached.

**Email:** Enter the email address where the contact person can be reached.

**Agency (provider):** An entity that receives funds from a WF1 Region to provide employment and training services.

**Supervisor Name:** Enter the name of the requestor’s supervisor.

**Required by Law/Policy:** Select one of the available options. If you are not sure if the change is required by law, please leave blank (None Selected).

**Desired Completion Date:** Enter the date by which you would prefer the change to be implemented. If the change is required by law or policy, please enter the effective date in this field. We will use this information to help prioritize change requests but cannot guarantee project completion by your desired date.

**Program(s) Impacted:** Select all programs that apply.

**Describe the reason for the change:** Enter a detailed explanation of the requested change. If the change is required by law and you know the relevant Training and Employment Guidance Letter (TEGL), State Statute or Rule number, please include it in this section.

**If the change is to an existing WF1 functionality:** If you are requesting a change to existing functionality, specifically describe how the functionality currently operates.

**Describe how the function should operate:** Describe in detail how you would like the new functionality to work. If this new functionality is specific to your agency or location, please specify.

If you need to make a change to a specific customer record, please submit a Workforce One Help Desk Ticket: [Workforce One website](#) and go to the link in the footer.