



INDIVIDUAL WORK PLAN (IWP) SUBMISSION COVERSHEET

This coversheet is for submitting Individual Work Plans (IWP) to the Ticket Program Manager (TPM) for review.

EN Name:

EN PID:

Submitted By:

Date:

Phone:

To ensure that appropriate Program Integrity staff receives the IWP, please select one of the reasons below for submitting the IWP.

IWP for Ticket Assignment Review (TAR)

Our EN does not have the ability to assign the Ticket via the Portal.

Unable to assign Ticket via the Portal

Our EN received the following error message when attempting to assign the Ticket via the Portal.

Error Message (if known):

Service & Supports (S&S) Review *

Program Integrity requested the IWP for S&S Review.

General IWP Review (i.e., review of the IWP for newly trained staff)

Our EN has Portal Ticket assignment access but is requesting TPM to review the IWP.

* Note: Other documents related to S&S Review can be included if necessary.

Submit IWPs with this coversheet via Government Services Online (GSO). If you are unable to submit via GSO, submit by fax to 703-893-4020.