

**871—2.1(17A) Requests for waiver of rules.** Any person may file a request for waiver of an administrative rule of the workforce development department[871] by writing a proper request, which is received by the Deputy Director of Workforce Development, 1000 East Grand Avenue, Des Moines, Iowa 50319. All requests for waiver of an administrative rule should be in writing and meet all requirements set out in this chapter. A request is deemed filed when it is received by the deputy director. The agency should provide the requester with a file-stamped copy of the request if the requester provides the agency an extra copy for this purpose. The request should be emailed, typewritten or legibly handwritten in ink and must substantially conform to the following form:

| IOWA WORKFORCE DEVELOPMENT         |  |
|------------------------------------|--|
| (Name of person requesting waiver) | } Request for waiver of<br>(specify rule for which<br>waiver is requested) |

The petition should provide the following information:

1. The name and address of the person or entity for whom a waiver is requested.
2. A description and citation of the specific rule for which a waiver is requested.
3. The specific waiver requested, including the precise scope and time period that the waiver will extend.
4. Relevant facts that the requester believes would justify a waiver. This statement should include a signed statement from the petitioner attesting to the accuracy of the facts.
5. A history of the agency’s action relative to the requester.
6. Any information regarding the agency’s treatment of similar cases, if known.
7. The name, address and telephone number of any person inside or outside state government who would be adversely affected by the grant of the request, or who otherwise possesses knowledge of the matter with respect to the waiver request.
8. Signed release of information authorizing persons with knowledge regarding requests to furnish the agency with information pertaining to the waiver, if necessary.

[ARC 8689C, IAB 12/25/24, effective 1/29/25; Editorial change: IAC Supplement 5/14/25]