**Instructions**

Please review instructions and fill out this form to submit the enhancement suggestion:

* *Enable Macros* first this allows the fields to be easily edited and the submit button to work properly.
* Submit to CalJOBS – When finished with the form, select the submit button to email the form to the CalJOBS Operations Unit. Operations will review the form for accuracy and forward it to the assigned CalJOBS Governance Council member for final processing. The form auto-sends, to verify check the sent folder in your Outlook.

**Requestor Information *Required***

|  |  |
| --- | --- |
| **Date** | Click to Enter Date |
| **Requestor’s Name** | First & Last Name |
| **Requestor’s Email** | Enter Email |
| **Requestor’s Phone Number** | Number |
| **Requestor’s Organization** | LWDA Name |

**Enhancement Description *Required***

|  |  |
| --- | --- |
| Summary of Enhancement | Click here to enter text. |
| Detailed Status of How System Works in its Current Form | Click here to enter text. |
| Detailed Status of How System May Work if Enhancement is Processed | Click here to enter text. |
| Description of How Current System is Inefficient: | Click here to enter text. |
| System Path (E.g., Reports > Detailed Reports > Enrolled Individual >Filters) | Click here to enter text. |

