

## PROCEDURE FOR SUBMITTING MARKET RECOVERY REQUEST

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1. The Work Recovery Forms are found on the IBEW Local 46 website at: [http://www.ibew46.org/wrp\\_forms.html](http://www.ibew46.org/wrp_forms.html)

This is also located under FORMS in the web header on the main page.

2. Click on the link for the **Relief Grant Request Form** and download form. This is either in a Word fillin or PDF Fillin form. **PLEASE READ ITEM 4!!**
3. Please fill form out as completely as you can and as early as you can.
  - a. Most important information to include is the other known bidders - both Union and non-union.
  - b. Second most important information to include is the number of hours that you have for the job. If you do not have the hours yet, provide us with your best guess and note on the form that it is your best guess with a more accurate figure to follow.
4. **YOU MUST** submit the form in the EDITABLE FORMAT to [WRP@IBEW46.com](mailto:WRP@IBEW46.com). **IF THIS IS NOT EDITABLE, WE CANNOT PROCESS IT AND IT WILL NOT BE CONSIDERED UNTIL THE CORRECT FORM IS SUBMITTED.** The PDF forms are formatted to allow saving of information inputted.
5. **Please put the name of the job in the Subject line.** This helps us keep all requests together and is quicker to access form once submitted.
6. Your request will be assigned a job number by Margi Floyd, the Market Recovery Administrative Assistant. This number will be sent back to you. **PLEASE USE IT IN ALL COMMUNICATIONS WITH THE WRP STAFF.**
7. Until your request is assigned a job number, it is not a received request. If you do not receive a job number in the first several hours (during normal working hours) after your submission, please call Margi at 253-395-6507
8. A decision on your request will be made as soon as possible. **If you do not hear back on a request, the answer is no.** We will try to get back to you on all requests, however there are times when that is not possible.