



### QUEST DWG – Enrollment Authorization

Applicant's Name: \_\_\_\_\_ ASSET Pin: \_\_\_\_\_

<b>Enrollment Required Documents</b> Please provide documents in the order they are listed on this form.	<b>EMI Office Use Only</b>
<input type="checkbox"/> 1.) QUEST DWG – Enrollment Authorization – Nov. 2024 (this form)	
<input type="checkbox"/> 2.) Anti-Harassment Notice and Rights and Responsibilities Acknowledgement – Oct. 2024	
<input type="checkbox"/> 3.) TABE/CASAS Reading and Math Scores (if applicable)	
<input type="checkbox"/> 4.) Career Assessment Cover Sheet & Results – Aug. 2023	
<input type="checkbox"/> 5.) Individual Employment Plan Print Out (IEP from ASSET - Signed)	
<input type="checkbox"/> 6.) ESS-CEPT Print Out (Signed)	
<input type="checkbox"/> 7.) Participant Agreement Form (This is a subrecipient-specific form)	

<b>Database Requirements</b>	
<input type="checkbox"/> <b>ASSET (Enrollment)</b> <input type="checkbox"/> Assessments-Comprehensive Assessment <input type="checkbox"/> Assessments- Test Scores for TABE/CASAS (if applicable) <input type="checkbox"/> Assessments- Test Scores for Career Assessment <input type="checkbox"/> IEP Development/Manage Employability Plan or CEPT <input type="checkbox"/> Services- Initial and/or Comprehensive Assessment <input type="checkbox"/> Services- IEP Development <input type="checkbox"/> Customer note for Assessments provided (Dates need to align) <input type="checkbox"/> Customer note for IEP provided (Dates need to align) <input type="checkbox"/> Upload all documents into ASSET (after EMI review)	
<p style="text-align: center;"><b>* Create Service to Activate Participation Date in ASSET</b></p> <input type="checkbox"/> <b>ETO - Participant dismissed from Intake and entered into Enrolled Program</b>	

Enrollment status:  Approved  Not approved: Reason: \_\_\_\_\_

**(Submit Documents to EMI for review for Enrollment / Participation)**

\_\_\_\_\_  
(Career Planner Signature) (Agency) (Date) (Manager Initial) (Date)

**Employ Milwaukee Office Use Only**-----

\_\_\_\_\_  
(EMI Staff Signature) (Date)

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.