



QUEST DWG – Subsidized Work Experience Authorization

Work Site: _____

Participant's Name: _____ ASSET Pin #: _____	EMI Office Use Only
<input type="checkbox"/> 1.) QUEST DWG – Subsidized Work Experience Authorization – Nov. 2024 (this form)	
<input type="checkbox"/> 2.) Form I-9 (Unexpired)	
<input type="checkbox"/> 3.) Form W-4 (Current Year)	
<input type="checkbox"/> 4.) Form WT-4 (Current Year)	
<input type="checkbox"/> 5.) Work Experience Preference (SIGNED) – Dec. 2023	
<input type="checkbox"/> 6.) EMI PWE Participant Handbook Receipt – Nov. 2024 (must review handbook with participant)	
<input type="checkbox"/> 7.) IEP Printout with required signatures (must show work experience service)	

Database and Other Requirements	
<input type="checkbox"/> ASSET <input type="checkbox"/> Services – Other work Experience or Disaster Relief Employment <input type="checkbox"/> Customer note for Subsidized Work Experience	
<input type="checkbox"/> ETO <input type="checkbox"/> W-4	
Reminders <ul style="list-style-type: none"> • DWD Appendix A: Participant Placement Agreement AND DWD Appendix C: Placement Site Orientation Checklist (will be sent to worksite and a signed copy will be returned to you before the placement starts) • Upload all documents into ASSET (upload once approved by EMI) • ETO Employment Record (create upon start date) • Progress Report Template – Mar. 2021 (completed no later than midpoint between start and projected end date) 	

Items 1-7 above must be submitted to EMI at least 10 business days prior to work experience start date.

Authorization Form Submitted by:

(Career Planner Signature) (Agency) (Date) (Manager/QA Initial) (Date)

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Participation status: Approved Not approved: Reason: _____

(EMI Staff Signature) **(Date)**

EMI will provide the following to include in work experience packet:

- DWD Appendix B: Placement Site Agreement**
- QUEST Worksite Agreement-signed**

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