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W2W Service and Housing Assistance Request Agreement

Participant Name _____ ETO Case # _____ Date _____

Community Corrections Agent _____

W2W Service Agreement

1. Participant met W2W eligibility requirements
2. Participant has provided employment verification
3. Participant has reached out to other community resources
4. Participant is in good standing with their current Community Corrections Agent
5. Participant has completed budget worksheet
6. Participant has provided complete Intent to Rent/W-9 form from prospective landlord
7. Participant has reasonable accommodations and ability to pay future rental payments
8. Participant's Community Corrections Agent will be made aware of the participant service agreement
9. Participant will submit monthly employment verification to W2W Coach
10. Participant must notify W2W Coach of any employment change or loss of employment within 10 days

I, the participant, understand the pre-requirement/requirement criteria above.

Participant Signature _____ Date _____

W2W Coach Signature _____ Date _____

Supervisor Signature _____ Date _____

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Housing Assistance Request and Agreement

1. Please explain what situation(s) caused your crisis.

2. Please list the amount of assistance you are requesting \$ _____

3. Please explain how you will be able to meet this expense(s) in the future.

4. Have you requested assistance from any other community resource? Yes No If yes, what resource:

I have requested housing assistance payment in the amount listed above. My W2W Coach has explained the housing payment process and requirements. I understand that the housing assistance payment are only issued once per program year. I am aware and understand that the use of these funds that I received are for my documented housing need. If I should have any further questions, I will forward all questions and/or concerns to my W2W coach.

Participant Signature _____ Date _____

Routing
Original- File
Copy - Fiscal Dept.

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