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WIOA Title 1 Adult – Enrollment Authorization

Applicant's Name:_____ **ASSET PIN:** _____

Enrollment Required Documents (in this order)	EMI Office Use Only
☐ 1.) WIOA Title 1 Adult – Enrollment Authorization – Oct. 2024	
☐ 2.) Anti-Harassment Notice and Rights and Responsibilities Acknowledgement – Oct. 2024	
☐ 3.) TABE/CASAS Reading and Math Scores (if applicable)	
☐ 4.) Career Assessment Cover Sheet & Results – Aug. 2023	
☐ 5.) Individual Employment Plan Print Out (IEP from ASSET - Signed)	
☐ 6.) ESS-CEPT Print Out (Signed by participant and career planner)	
☐ 7.) Participant Agreement Form (This is a sub-recipient specific form)	

Database Requirements	EMI Office Use Only
☐ ASSET (Enrollment) ☐ Assessments-Comprehensive Assessment ☐ Assessments- Test Scores for TABE/CASAS (if applicable) ☐ Assessments- Test Scores for Career Assessment ☐ IEP Development/Manage Employability Plan or CEPT ☐ Services- Initial and/or Comprehensive Assessment ☐ Services- IEP Development ☐ Customer note for Assessments provided (Dates need to align) ☐ Customer note for IEP provided (Dates need to align) ☐ Upload all documents into ASSET (Once reviewed by EMI Staff)	
**** Create Service to Activate Participation Date in ASSET*** ☐ ETO - Participant Dismissed from Intake and entered into Enrolled Program	

Eligibility status: ☐ Approved ☐ Not approved, reason: _____

(Submit Documents to EMI to include Application & Eligibility)

Career Planner Signature	Subrecipient	Date	Manager/ QA Initials	Date

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EMI Staff Signature _____ Date _____

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