



WIOA Title 1 Youth – Application & Eligibility Authorization

Applicant's Name: _____

ASSET PIN: _____

Application Required Documents (Date Submitted is the trigger for 30 days to determine Eligibility)	EMI Office Use Only
<input type="checkbox"/> 1.) WIOA Title 1 Youth - Application & Eligibility Authorization – Oct. 2024	
<input type="checkbox"/> 2.) Agency Intake Form – Oct. 2024	
<input type="checkbox"/> 3.) DOL-Funded Program Application – Mar. 2021	
<input type="checkbox"/> 4.) Medical Disability Supplemental Form (housed separate from file) – Oct. 2024	
<input type="checkbox"/> 5.) WIOA Youth Application Addendum – Oct. 2024	
Database Requirements (You have 10 days to enter into ASSET from the date of submission)	
<input type="checkbox"/> ASSET <ul style="list-style-type: none"> <input type="checkbox"/> Customers <input type="checkbox"/> Programs 	
<input type="checkbox"/> ETO – Participant entered in Intake Program	
NOTE – Retain Documents but do not turn into EMI for review until Eligibility Determination	

Application Status: Date of Submission: _____ **Date Entered into ASSET:** _____

Eligibility Required Documents (in this order)	
<input type="checkbox"/> 6.) Youth Eligibility Desk Guide - 2018	
<input type="checkbox"/> 7.) Basic Skills Screening Tool – Jul. 2019 or TABE/CASAS Reading and Math Scores	
<input type="checkbox"/> 8.) Document Verification Checklist (if eligibility to work in U.S. is provided) (copy of documents) – Mar. 2021	
<input type="checkbox"/> 9.) Selective Service Form (housed separate from file) – Mar. 2021	
<input type="checkbox"/> 10.) Youth High Poverty Area – Oct. 2024	
<input type="checkbox"/> 11.) DOL- Funded Program Income Worksheet (copy of income documents if applicable) – Oct. 2024	
<input type="checkbox"/> 12.) Third-Party Entity Verification Form (if applicable) – Mar. 2021	
<input type="checkbox"/> 13.) Veterans and Eligible Spouses Priority of Service Acknowledgement (if applicable) – Oct. 2024	
<input type="checkbox"/> 14.) Limited English Proficiency (LEP) Refusal (if applicable) – Mar. 2021	
<input type="checkbox"/> 15.) EO Notice and Grievance/Complaint Procedure Acknowledgement – Oct. 2024	
<input type="checkbox"/> 16.) Authorization to Release Information and Promotional Consent – Oct. 2024	

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