



### WIOA Title 1 Youth – Enrollment Authorization

Applicant's Name: \_\_\_\_\_

ASSET PIN: \_\_\_\_\_

Enrollment Required Documents (in this order)	EMI Office Use Only
<input type="checkbox"/> 1.) WIOA Title 1 Youth – Enrollment Authorization – Oct. 2024	
<input type="checkbox"/> 2.) Anti-Harassment Notice and Rights and Responsibilities Acknowledgement – Oct. 2024	
<input type="checkbox"/> 3.) Receipt and Statement of WIOA Youth Pre/Post Services – Oct. 2024	
<input type="checkbox"/> 4.) Youth Initial Assessment – Mar. 2021	
<input type="checkbox"/> 5.) TABE/CASAS Reading and Math Scores (not needed if used for eligibility determination)	
<input type="checkbox"/> 6.) Career Assessment Cover Sheet & Results – Aug. 2023	
<input type="checkbox"/> 7.) Individual Service Strategy (ISS from ASSET - Signed)	
<input type="checkbox"/> 8.) Participant Agreement Form (This is a subrecipient-specific form)	

Database Requirements	EMI Office Use Only
<input type="checkbox"/> ASSET (Enrollment) <ul style="list-style-type: none"> <li><input type="checkbox"/> Objective Assessment Service</li> <li><input type="checkbox"/> Assessments for TABE</li> <li><input type="checkbox"/> Assessments for Career Assessment</li> <li><input type="checkbox"/> Assessments, Comprehensive Assessment</li> <li><input type="checkbox"/> ISS Development Service</li> <li><input type="checkbox"/> Employability Plan (ISS) or CEPT</li> <li><input type="checkbox"/> Separate Customer Note for each enrollment service leading to participation</li> <li><input type="checkbox"/> Upload all documents into ASSET (Once reviewed by EMI Staff)</li> </ul>	
<p style="color: red; font-style: italic;">* Create Service to Activate Participation Date in ASSET</p> <input type="checkbox"/> ETO - Participant Dismissed from Intake and entered into Enrolled Program	

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

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

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

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

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