



### WIOA Title 1 Youth – Subsidized Work Experience Authorization

Participant Name: \_\_\_\_\_ ASSET PIN: \_\_\_\_\_

|  |                            |
|--|----------------------------|
| <b>Employer Name:</b> _____  | <b>EMI Office Use Only</b> |
| <input type="checkbox"/> 1.) WIOA Title 1 Youth – Subsidized Work Experience Authorization – Oct. 2024   |                            |
| <input type="checkbox"/> 2.) Worksite Assignment – Subsidized Work Experience Participation Agreement – Jul. 2022  |                            |
| <input type="checkbox"/> 3.) Worksite Agreement – current program year<br>(Include Liability Insurance)<br>(Copy provided to EMI with each new position or placement at identified Worksite) |                            |
| <input type="checkbox"/> 4.) I-9 (Unexpired)   |                            |
| <input type="checkbox"/> 5.) W-4 (Current Year)  |                            |
| <input type="checkbox"/> 6.) WT-4 (Current Year)   |                            |
| <input type="checkbox"/> 7.) Work Permit (if applicable – only required for youth 14 or 15 years of age)   |                            |
| <input type="checkbox"/> 8.) Participant Handbook Receipt Form and Statement (must review handbook with participant)   |                            |
| <input type="checkbox"/> 9.) ISS Printout with required signatures (must show work experience service/employability skills)  |                            |

|  |                            |
|--|----------------------------|
| <b>Database and Other Requirements</b>   | <b>EMI Office Use Only</b> |
| <input type="checkbox"/> ASSET <ul style="list-style-type: none"> <li><input type="checkbox"/> Services – Work Experience (select appropriate work experience type)</li> <li><input type="checkbox"/> Employability Skills – Work Readiness</li> <li><input type="checkbox"/> Customer note for Subsidized Work Experience (including academic and occupational components)</li> </ul> |                            |
| <input type="checkbox"/> ETO <ul style="list-style-type: none"> <li><input type="checkbox"/> W-4</li> </ul>  |                            |
| Reminders <ul style="list-style-type: none"> <li>• Upload all documents into ASSET (upload once approved by EMI)</li> <li>• ETO Employment Record (create upon start date)</li> <li>• WIOA Work Experience Worksite Progress Report – Mar. 2021 (completed no later than midpoint between start and projected end date)</li> </ul>   |                            |

**Items 1-9 above must be submitted to EMI at least five business days prior to work experience start date.**

Authorization Form Submitted by:

\_\_\_\_\_  
(Career Planner Signature)

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Manager/QA Initial)

\_\_\_\_\_  
(Date)

**Employ Milwaukee Office Use Only**.....

Participation status:  Approved

Not approved: Reason: \_\_\_\_\_

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

\_\_\_\_\_  
(Date)

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