



Employ Milwaukee Administrative Memo		
Issue Date	2-15-22	# 22-02
Sponsoring Executive	<input type="checkbox"/> CEO <input checked="" type="checkbox"/> VP Programs	<input type="checkbox"/> Finance Director
Dissemination	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External

**TO:** Employ Milwaukee Staff, WIOA Service Providers

**FROM:** Chytania Brown, President and CEO

**RE:** Procedures for ASSET Document Upload

**REVOKED AS OF 8/17/23 See Admin Memo 23-02**

**POLICY:** **WIOA Title IA&B Policy and Procedure Manual Chapter 12.2.4**  
 For participants entering program participation on or after October 1, 2020, DWD-DET requires that, at minimum, documentation necessary for [data validation](#)<sup>3</sup> be uploaded to ASSET for any data element that applies. This chapter details when documentation is required and what forms of documentation are allowable in each case.

At its discretion, DWD-DET may require local WDBs and/or their service providers to upload additional documents or participant records to ASSET (e.g., to satisfy additional federal or state [monitoring](#) needs, etc.).

Local WDBs and/or their service providers may choose to upload additional participant-specific documentation to ASSET at their discretion.

**PROCEDURE:** WIOA service provider staff must upload application, eligibility and enrollment documents within 30 days of first qualifying service. Any service or outcome documentation beyond enrollment must be uploaded into ASSET within 3 business days of completion or receipt of documentation.

**REQUIRED ACTION:** WIOA service provider staff must follow this procedure effective 2/15/22.

**CONTACT:** Suzanne Reinstein, WIOA Program Manager; [Suzanne.Reinstein@employmilwaukee.org](mailto:Suzanne.Reinstein@employmilwaukee.org)

**ATTACHMENT(S):** None

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