



Employ Milwaukee Administrative Memo		
Issue Date	08-17-23	# 23-02
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

POLICY: **WIOA Title I-A & I-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](#)³ 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PROCEDURE: The procedure outlined in Admin Memo 22-02 is no longer applicable and is hereby revoked.

REQUIRED ACTION: WIOA service provider staff must refer to WIOA Title I-A and I-B Policy and Procedure Manual, Chapter 12.2.4 effective 07/01/23.

CONTACT: Suzanne Reinstein, WIOA Program Manager; Suzanne.Reinstein@employmilwaukee.org

ATTACHMENT(S): None

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