



Employ Milwaukee Administrative Memo		
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Sponsoring Executive	<input checked="" type="checkbox"/> CEO <input 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:** WIOA Title I Adult Program Training Services Waitlist Procedure

**POLICY:** **Employ Milwaukee’s Policy #17-03, Change 6 Individual Training Account (ITA Policy)** states that Employ Milwaukee reserves the right to prioritize trainings that include WIOA credentials or periodically implement a waitlist for participants waiting to receive direct cost services when it has met or surpassed its 35% spending goal for direct-to-participant costs, and if waitlists are necessary, EMI will implement them following the DWD WIOA policies outlined in the WIOA Title I-A & I-B Policy & Procedure Manual Chapter 3.6. **Note:** Career planners may not deny an individual the opportunity to apply to a WIOA Title I Program,<sup>1</sup> even if a waitlist is in place.

**PROCEDURE:** All WIOA Title I Adult Service Providers will begin to implement a waitlist for all adult program participants seeking training services. This waitlist will begin effective today until an anticipated end date of 6/30/24. Employ Milwaukee will follow its Local and State Priority of Service policies when managing this waitlist. Please ensure that all enrolled participants are properly identified on the waitlist with the correct priority level and date of enrollment. DWD-DET requires that staff provide waitlisted participants with an IEP Review service at least once every 90 days in order to confirm that the services the participant is waiting for are still appropriate for their needs and goals. Three (3) failed contact attempts (through at least 2 means of communication, including but not limited to, text message, telephone call, and/or email) with individuals on the waitlist will result in removal from the waitlist.

**REQUIRED ACTION:** All WIOA Adult provider staff should follow the procedure outlined above. All WIOA staff should communicate the following when referring to the waitlist: “The State of Wisconsin Department of Workforce Development allows Workforce Development Boards to implement waitlists for WIOA programs when there are limited funds. Currently WDA 2 has limited funds for training services; therefore, all WIOA Title IB Adult service providers have been required to implement a waitlist for training services. “

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**REFERENCES:** [WIOA Title IA & IB Policy and Procedure Manual Chapter 3.6 Waitlists](#)  
[17-01Change6IndividualTrainingAccountITAPolicy\\_3.6.24.pdf](#)  
[19.02VeteransPriorityofServicePolicyEffective9.16.19.pdf](#)

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