



WIOA PROGRAMS TRAINING VOUCHER DOCUMENTATION CHECKLIST

Participant Name: _____

ASSET PIN: _____

The following documents must be attached for vouchers to be considered for approval. Any missing documentation could delay the voucher approval.

<p>DESCRIPTION - Please Select One:</p> <p>1. <input type="checkbox"/> Training is in a local High Growth and High Demand Sector</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manufacturing – ONET 51 <input type="checkbox"/> Construction – ONET 17 & 47 <input type="checkbox"/> Retail/Hospitality – ONET 35 & 41 <input type="checkbox"/> Financial Services – ONET 13 & 43 <input type="checkbox"/> Transportation – ONET 53 & 49 <input type="checkbox"/> Healthcare – ONET 29 & 31 <input type="checkbox"/> IT – ONET 15 	<p>DOCUMENTATION REQUIRED (must select at least ONE of the following):</p> <p><input type="checkbox"/> An Employer Commitment to Hire Letter <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Three (3) <u>specific and appropriate</u> Job Descriptions in the area to be trained <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> WisComomy Occupational Projections Long Term: 2020-2030 for WDA 2 https://jobcenterofwisconsin.com/wiscomomy/query</p> <p><input type="checkbox"/> Exception Request <input type="checkbox"/> N/A</p>
<p>2. Training Program Description</p> <hr/> <p>3. Customer Justification</p>	<p><input type="checkbox"/> ITA Statewide Eligible Provider List (ETPL) Printout</p> <hr/> <p><input type="checkbox"/> Current Resume</p> <p><input type="checkbox"/> TABE/CASAS Scores: Reading _____ Math _____ <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Career Assessment</p> <p><input type="checkbox"/> IEP/ISS identifying Career Pathway</p> <p><input type="checkbox"/> Request to Exceed Training Cap Form <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Financial Aid applied for <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Training Proposal <input type="checkbox"/> N/A</p>
<p>4. ASSET Entry</p>	<p><input type="checkbox"/> Self-Sufficiency Calculation</p> <p><input type="checkbox"/> ASSET Planned Services</p> <p><input type="checkbox"/> ASSET Customer Notes (must include each element below)</p> <ul style="list-style-type: none"> • Training/Voucher Details • Consumer Choice • Need for training • Financial Aid Status • Inability to obtain grant assistance from other sources • Career Planning and/or labor market information
<p>Career Planner Signature</p>	<p>Date</p>

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in a different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.