

				Youth ASSET File Uploads			
				ASSET File Upload – Eligibility			
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
1	Application	Youth		WIOA Title 1 Youth – Application & Eligibility Authorization	Eligibility	WIOA Application	
2	Application	Youth		Agency Intake Form	Eligibility	WIOA Application	
3	Application	Youth		DOL Funded Program Application	Eligibility	WIOA Application	
4	Application	Youth	Yes	Medical and Disability Supplemental Form	Eligibility	Record of Disability	
4a	Application	Youth	Yes	School Individual Education Plan	Eligibility	School Individual Education Plan	
4b	Eligibility	Youth	Yes	Record of Disability	Eligibility	Record of Disability	
5	Application	Youth		WIOA Youth Application Addendum	Eligibility	WIOA Application	
6	Eligibility	Youth	Yes	Youth Eligibility Desk Guide	Eligibility	Document Verification Form	
6a	Eligibility	Youth		MPS Homeless Detail Report	Eligibility	Homeless Documentation	
6b	Eligibility	Youth	Yes	Pregnant/Parenting Documentation	Eligibility	Pregnant/Parenting Documentation	
6c	Eligibility	Youth		School Attendance Record	Eligibility	School Attendance Record	
6d	Eligibility	Youth		CCAP Court Records	Eligibility	Court Records	
7	Eligibility	Youth		Basic Skills Screening Tool Form	Case Management	Basic Skills Screening Tool	
8	Eligibility	Youth		Document Verification Checklist	Eligibility	Document Verification Form	
8a	Eligibility	Youth		Driver's License or Permit	Eligibility	Driver's License	X
8b	Eligibility	Youth		Social Security Card	Eligibility	Social Security Card	X
8c	Eligibility	Youth		Passport	Eligibility	Passport	X
8d	Eligibility	Youth		Federal/Local ID	Eligibility	Federal / Local ID Card	X
8e	Eligibility	Youth		School ID Card/School's Person Summary Report	Eligibility	School ID Cards	X
9	Eligibility	Youth	Yes	EMI Selective Service Form w supporting documents (i.e. selective services printout)	Eligibility	Selective Service Registration Document	
10	Eligibility	Youth		Youth High Poverty Area	Eligibility	High Poverty Area Documentation	
11	Eligibility	Youth	Yes	DOL-Funded Program Income Worksheet	Eligibility	WIOA Application	
11a	Eligibility	Youth		Paycheck Stubs	Eligibility	Paycheck Stubs	
11b	Eligibility	Youth		Pension Statement	Eligibility	Pension Statement	
11c	Eligibility	Youth		Tax Documents	Eligibility	Tax Documents	
11d	Eligibility	Youth	Yes	Social Security Benefits Documentation	Eligibility	Social Security Benefits Documentation	
11e	Eligibility	Youth		Public Assistance / Social Service Records	Eligibility	Public Assistance / Social Service Records	
12	Eligibility	Youth		Third-Party Entity Verification Form	Eligibility	Verbal / Telephone Verification Form	
13	Eligibility	Youth	Yes	Veterans and Eligible Spouses Priority of Services Form	Priority of Service	Career Services Documentation	
14	Eligibility	Youth		Limited English Proficiency (LEP) Refusal	EO Notices	EO Notices	
15	Eligibility	Youth		EO Notice & Grievance Compliant Acknowledgement	EO Notices	EO Notices	
16	Eligibility	Youth		Authorization to Release Information and Promotional Consent form	Eligibility	Release of Information	
	Eligibility	Youth		Participant Attestation	Eligibility	Participant Attestation	
	Eligibility	Youth		Tribal Records (I-9 Establish Identity)	Eligibility	Tribal Records	

**All Documents dated prior to 10.1.24 - must be confidential in Hard file and in ASSET Documents**

EMI Agency Intake Form  
EMI DOL-Funded Program Application  
Employ Milwaukee DW Addendum  
Veteran's Priority of Service Acknowledgement and Verification Form  
Initial Assessment

				ASSET File Upload – Enrollment			
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
1	Enrollment	Youth		WIOA Title 1 Youth – Enrollment Authorization	Case Management	WIOA Application	
2	Enrollment	Youth		Anti-Harassment Notice and Rights and Responsibilities Acknowledgement	Case Management	Participant Rights & Responsibilities	
3	Enrollment	Youth		Receipt and Statement of WIOA Youth Pre/Post Services	Case Management	Participant Rights & Responsibilities	
4	Enrollment	Youth		Youth Initial Assessment	Assessment	Assessments	
5	Enrollment	Youth		TABE/CASAS Reading and Math Scores	Assessment	Assessments	
6	Enrollment	Youth		Career Assessment (ie. Career One Stop, My Next Move, etc.)	Assessment	Assessments	
7	Enrollment	Youth		Individual Service Strategy Print out (ISS from ASSET - Signed)	Career Services	Employment Plan	
8	Others	Youth		Participant Agreement Form (Partner/Participant)	Case Management	Participant Rights & Responsibilities	

**ASSET File Upload – Ongoing**

Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
N/A	Career Services	Youth		Employer Letter/Statement	Case Management	Employer Letter/Statement	
N/A	Enrollment	Youth		Individual Service Strategy Print out (ISS from ASSET - Signed)	Career Services	Employment Plan	
N/A	Enrollment	Youth		TABE/CASAS Reading and Math Scores	Assessment	Assessments	
N/A	Outcomes	Youth		Math or Reading EFL Gain	Measurable Skill Gain	Post-test Results	
N/A	Others	Youth		Certificates of Completion	Training/Education Services	Career Services Documentation	
N/A	Others	Youth		Email Correspondences	Case Management	Email	
N/A	Others	Youth		Employment Leads	Case Management	Career Services Documentation	
N/A	Others	Youth		Measurable Skills Gain Related Documents	Measurable Skill Gain	Career Services Documentation	
N/A	Others	Youth		Resume	Case Management	Resume	
N/A	Supportive Service	Youth		Child Care Attendance Logs	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Youth		Mileage Logs	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Youth		Receipts	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Youth		Supportive Services Documentation	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Youth		Supportive Services Voucher (entire packet w/supporting docs - including approved & signed encumbered voucher)	Supportive Services	Voucher	
N/A	Training	Youth		Occupational Training Voucher (entire packet w/supporting docs - including approved & signed encumbered voucher)	Training/Education Services	Voucher	
N/A	Training	Youth		On-the-Job Training Contract (entire packet w/supporting docs - including approved & signed encumbered voucher)	Training/Education Services	Voucher	
N/A	Training	Youth		YouthBuild Paperwork Packet	Training/Education Services	Document Verification Form	
N/A	Outcomes	Youth		Youth Incentive Voucher (entire packet with supporting docs - including approved voucher)	Incentive Payment	Youth Incentive	
N/A	Work Experience	Youth		Work Experience Packet (entire packet w/ supporting docs - including EMI signed/approved authorization form)	Work Experience	Work Experience Agreement	
N/A	Work Experience	Youth		Timesheets	Work Experience	Document Verification Form	
N/A	Work Experience	Youth		WIOA Work Experience Worksite Progress Report	Work Experience	Assessments	

				ASSET File Upload – Follow-up			
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
N/A	Career Services	Youth		Employer Letter / Statement	Follow-up Service	Career Services Documentation	
N/A	Follow-up	Youth		Industry-recognized Credential	Credential Attainment	Credential	
N/A	Follow-up	Youth		Proof of HS Diploma/GED	Credential Attainment	Credential	
N/A	Follow-up	Youth		Proof of post-secondary education	Credential Attainment	Career Services Documentation	
N/A	Others	Youth		Certificates of Completion	Training/Education Services	Career Services Documentation	
N/A	Others	Youth		Email Correspondences	Follow-up Service	Email	
N/A	Others	Youth		Employment Leads	Follow-up Service	Career Services Documentation	
N/A	Others	Youth		Measurable Skills Gain Related Documents	Measurable Skill Gain	Career Services Documentation	
N/A	Others	Youth		Resume	Follow-up Service	Resume	
N/A	Others	Youth		WIOA -Participation Agreement (Partner/Participant)	Follow-up Service	Participant Rights & Responsibilities	
N/A	Outcomes	Youth		Proof of HS Diploma/GED	Credential Attainment	Credential	
N/A	Outcomes	Youth		Report Card / Transcript	Measurable Skill Gain	Report Card / Transcript	
N/A	Enrollment	Youth		EMI Referral Form	Follow-up Service	Supportive Services Documentation	