



## Enrollment Authorization - FORWD DWG

Applicant's Name: \_\_\_\_\_ ASSET Pin: \_\_\_\_\_

<b>Enrollment Required Documents</b> Please provide documents in the order they are listed on this form.	<b>EMI Office Use Only</b>
<input type="checkbox"/> 1.) Enrollment Authorization - FORWD DWG – 01.26.26 (this form)	
<input type="checkbox"/> 2.) Anti-Harassment Notice and Rights and Responsibilities Acknowledgement 10.10.24	
<input type="checkbox"/> 3.) Initial Assessment 07.16.25	
<input type="checkbox"/> 4.) Career Assessment Cover Sheet & Results 08.01.23	
<input type="checkbox"/> 5.) Individual Employment Plan Print Out (IEP from ASSET - Signed)	
<input type="checkbox"/> 6.) ESS-CEPT Print Out (Signed)	
<input type="checkbox"/> 7.) Participation Agreement – FORWD DWG 06.01.25	
<b>Database Requirements</b>	<b>EMI Office Use Only</b>
<input type="checkbox"/> <b>ASSET (Enrollment)</b> <input type="checkbox"/> Assessments-Comprehensive Assessment <input type="checkbox"/> Assessments- Test Scores for Career Assessment <input type="checkbox"/> IEP Development/Manage Employability Plan or CEPT <input type="checkbox"/> Services- Initial and/or Comprehensive Assessment <input type="checkbox"/> Services- IEP Development <input type="checkbox"/> Customer note for Assessments provided (Dates need to align) <input type="checkbox"/> Customer note for IEP provided (Dates need to align) <input type="checkbox"/> Upload all documents into ASSET (after manager review)	
<b>* Create Service to Activate Participation Date in ASSET</b> <input type="checkbox"/> <b>ETO - Participant dismissed from Intake and entered into Enrolled Program</b>	

Enrollment Status:  Approved     Not approved, reason: \_\_\_\_\_

\_\_\_\_\_  
Career Planner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Initials

\_\_\_\_\_  
Date

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