



Enrollment Authorization - FORWD DWG

Applicant's Name: _____ **ASSET Pin:** _____

Enrollment Required Documents Please provide documents in the order they are listed on this form.	EMI Office Use Only
<input type="checkbox"/> 1.) Enrollment Authorization - FORWD DWG – 01.01.26 (this form)	
<input type="checkbox"/> 2.) Anti-Harassment Notice and Rights and Responsibilities Acknowledgement 10.10.24	
<input type="checkbox"/> 3.) Initial Assessment	
<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	
Database Requirements	EMI Office Use Only
<input type="checkbox"/> ASSET (Enrollment) <ul style="list-style-type: none"> <li data-bbox="236 975 1163 994"><input type="checkbox"/> Assessments-Comprehensive Assessment <li data-bbox="236 994 1163 1015"><input type="checkbox"/> Assessments- Test Scores for Career Assessment <li data-bbox="236 1015 1163 1034"><input type="checkbox"/> IEP Development/Manage Employability Plan or CEPT <li data-bbox="236 1034 1163 1056"><input type="checkbox"/> Services- Initial and/or Comprehensive Assessment <li data-bbox="236 1056 1163 1077"><input type="checkbox"/> Services- IEP Development <li data-bbox="236 1077 1163 1096"><input type="checkbox"/> Customer note for Assessments provided (Dates need to align) <li data-bbox="236 1096 1163 1117"><input type="checkbox"/> Customer note for IEP provided (Dates need to align) <li data-bbox="236 1117 1163 1138"><input type="checkbox"/> Upload all documents into ASSET (after manager review) 	
<i>* Create Service to Activate Participation Date in ASSET</i>	
<input type="checkbox"/> ETO - Participant dismissed from Intake and entered into Enrolled Program	

Enrollment Status: Approved Not approved, reason: _____

Career Planner Signature

Date

Manager Initials

Date

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