



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"><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) | |
| <p>* Create Service to Activate Participation Date in ASSET</p> <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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