



FORWD DWG – Enrollment Authorization

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.) FORWD DWG – Enrollment Authorization – June 2025 (this form)	
<input type="checkbox"/> 2.) Anti-Harassment Notice and Rights and Responsibilities Acknowledgement – Oct. 2024	
<input type="checkbox"/> 3.) TABE/CASAS Reading and Math Scores (if applicable)	
<input type="checkbox"/> 4.) Career Assessment Cover Sheet & Results – Aug. 2023	
<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.) FORWD Participation Agreement	

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 TABE/CASAS (if applicable)<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)	
* Create Service to Activate Participation Date in ASSET <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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