



## Supportive Service Voucher Documentation Checklist – WIOA Title I

Participant Name: \_\_\_\_\_ ASSET PIN: \_\_\_\_\_

The following documents must be attached for supportive services vouchers to be considered for approval. If any of the documentation is missing the case planner will be notified and the missing documentation must be submitted within 5 working days. If the documentation is not submitted the packet will be returned.

Customer Justification
<input type="checkbox"/> Document Verification Checklist - verifying work authorization
<input type="checkbox"/> Completed Voucher - signed and dated
<input type="checkbox"/> Training-Related Supportive Service Form (if applicable)
<input type="checkbox"/> Supportive Service Justification Form
<input type="checkbox"/> Purchase Approval Request Form (if applicable)
<input type="checkbox"/> Signed IEP/ISS
<input type="checkbox"/> ASSET Customer Note – service not available through other sources.
<input type="checkbox"/> ASSET Customer Note - verifying work authorization. Date of note: _____
All Supporting Documentation (Please check only the documentation that applies to the supportive service needed):
<input type="checkbox"/> Receipts
<input type="checkbox"/> Verification Letters
<input type="checkbox"/> Employment Documentation
<input type="checkbox"/> School/Training Class Schedules
<input type="checkbox"/> School/Training Class Grades
<input type="checkbox"/> Attendance Records
<input type="checkbox"/> Participant Transportation Expense Reimbursement Request Mileage logs
<input type="checkbox"/> Participant Childcare Expense Reimbursement Logs
<input type="checkbox"/> Financial Information
<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Other (specify): _____
Career Planner
Signature _____ Date _____

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