



Application & Eligibility Authorization - WIOA Title I Adult

Applicant's Name: _____ ASSET PIN: _____

The form dates listed below were accurate at the time of publication and may change without notice. See [Agency Forms](#) for the current forms.

Application Required Documents (Date Submitted is the trigger for 30 days to determine Eligibility)			EMI Office Use Only
☐	1.) Application & Eligibility Authorization – WIOA Title I Adult 01.27.26		
☐	2.) Intake 01.26.26		
☐	3.) Application DOL-Funded Program 01.26.26		
☐	4.) Application Addendum – General (housed separate from file) 01.01.26		
Database Requirements (You have 10 days to enter into ASSET from the date of submission)			EMI Office Use Only
☐	ASSET		
☐	Customers (All entries need to align with the intake forms)		
☐	Programs (All entries need to align with the intake forms)		
☐	ETO – Participant entered in Intake Program		
NOTE – Retain Documents but do not turn into EMI for review until Eligibility Determination			
Application Status			
Date of Submission		Date Entered into ASSET	
Eligibility Required Documents (in this order)			EMI Office Use Only
☐	5.) Document Verification Checklist (copy of documents) 08.29.25		
☐	Proof of Date of Birth Documentation OR		
☐	Self-Attested to Date of Birth		
☐	Proof of Eligible to Work in US (1 item from column A OR 1 item from B and C of the I-9 list) OR		
☐	Eligibility to work documentation NOT collected during eligibility		
☐	Selective Service & Doc (if applicable) (housed separate from file) 07.07.21		
☐	Selective Service: Waiver Information and Request (if applicable) 05.09.22		
☐	Selective Service: Waiver-Approval Letter from EMI (if applicable)		
☐	Proof of Veteran Status Documentation (if applicable)		
☐	6.) Income Worksheet DOL- Funded Program (copy of income documents if applicable) 10.01.24		
☐	7.) Priority of Service WIOA Title I Adult Program Acknowledgement 01.01.26		
☐	8.) Veterans & Eligible Spouses Priority of Service Acknowledgement (if applicable) 10.01.24		
☐	9.) Basic Skills Screening Tool Form (DWD/Job Center of WI) 07.19		
☐	10.) Third-Party Entity Verification Form (if applicable) 03.01.21		
☐	11.) Accompanying Adult Interpreter Request (if applicable) 08.28.26		

☐	12.) EO Notice and Grievance Procedure Summary and Acknowledgement 10.01.24				
☐	13.) Authorization to Release Information and Promotional Consent 10.01.24				
Database Requirement					EMI Office Use Only
☐	ASSET (Eligibility)				
☐	Services - Eligibility Determination				
☐	Employment (If previously employed, enter most recent employment)				
☐	Customer note for eligibility determination status				
☐	Customer note with date eligibility notification occurred				
☐	Customer note for Selective Service Waiver entered (if applicable)				
☐	Upload all documents into ASSET (once approved by EMI Staff)				
Eligibly Status (Submit Documents to EMI to include Application & Eligibility)					
Eligibility Status (Check one) ☐ Approved ☐ Not approved			Reason		
Signatures					
Subrecipient (Check one) ☐ DWFS ☐ EQUUS					
Career Planner Name (Print)			Signature		Date
Manager/QA Name (Print)			Signature		Date
EMI Office Use Only					
EMI Staff Name			Signature		Date

Form Date: 08.28.26

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