



## WIOA Participation Agreement

The Workforce Innovation And Opportunity Act (WIOA) funded program is committed to providing you with the following quality services including but not limited to: case management, employability skills, job training and placement services. You must make every effort to succeed and complete the WIOA Program. As a participant, you are obligated to abide by the requirements listed below.

### Participant Requirements:

- Maintain frequent and regular communication, with your Career Planner regarding progress and challenges. If you need to meet with your Career Planner, please notify them to schedule an appointment. It is at his/her discretion if they will accept a walk-in.
- If you have any changes to your contact information, employment, or training program status, please notify your Career Planner immediately, so that your information and status can remain up to date.
- Attend and take an active part in training and development programs. You are expected to be on time for all scheduled appointments. Please reach out if you will be late.
- Provide necessary documentation and information as requested by your Career Planner.
- Use supportive services for only WIOA allowable activities established by the program, if applicable.
- If attending a post-secondary institution for training, apply for financial aid and report notice of award or denial of financial aid application to Career Planner (*Note: Use of WIOA funding to supplant other sources of training grants is prohibited. The availability of other sources of grants to pay for training costs such as Temporary Assistance for Needy Families (TANF), state-funded training funds, and Federal Pell Grants must be considered so that WIOA funds supplement other sources of training grants [except for VA-funded training benefits]*).
- When given an employment lead, you are expected to follow through, as obtaining employment is one of the main focuses of the WIOA program.
- An absence from a training program may result in termination from the training program. If you are unable or unwilling to complete your training, you may not be eligible for another training session and only with the approval from Employ Milwaukee WIOA Program Manager.
- Participate in follow-up services for 12 months following placement in unsubsidized employment, if applicable, to assist in job retention and increased earnings.
- This is a voluntary program, and you can choose to resign at any time.

**Continued on next page.**

Case Managing Organization Requirements:

- Maintain frequent and regular communication, with you regarding progress and challenges.
- Provide the necessary tools, leads, and guidance for you to achieving your employment goals.
- Maintain confidentiality regarding the participant's personal information.
- Terminate participants whom, at any time, choose not to comply with the policies and procedures of the WIOA program.

By signing this, I agree that I have read, understood, had the opportunity to ask questions for clarification, and will adhere to the requirements as outlined above.

Participant Name (printed) \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Career Planner Signature \_\_\_\_\_

Date \_\_\_\_\_

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Form Date: 05/22/25