



Application & Eligibility Authorization - WIOA Title I Youth

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
<input type="checkbox"/> 1.) Application & Eligibility Authorization – WIOA Title I Youth 01.01.26	
<input type="checkbox"/> 2.) Intake 05.01.25	
<input type="checkbox"/> 3.) Application DOL-Funded Program 01.01.26	
<input type="checkbox"/> 4.) Application Addendum – General (housed separate from file) 01.01.26	
<input type="checkbox"/> 5.) Application Addendum – WIOA Title I Youth 01.01.26	
Database Requirements (You have 10 days to enter into ASSET from the date of submission)	
<input type="checkbox"/> ASSET <input type="checkbox"/> Customers <input type="checkbox"/> Programs	
<input type="checkbox"/> 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
<input type="checkbox"/> 6.) Youth Eligibility Desk Guide – 2018	
<input type="checkbox"/> 7.) Basic Skills Screening Tool 07.19 or TABE/CASAS Reading and Math Scores	
<input type="checkbox"/> 8.) Document Verification Checklist (if eligibility to work in U.S. is provided) (copy of documents) 08.29.25	
<input type="checkbox"/> 9.) Selective Service (housed separate from file) 07.07.21	
<input type="checkbox"/> 10.) High Poverty Area Youth 01.01.26	
<input type="checkbox"/> 11.) Income Worksheet - DOL- Funded Program (copy of income documents if applicable) 01.01.26	
<input type="checkbox"/> 12.) Third-Party Entity Verification (if applicable) 03.01.26	
<input type="checkbox"/> 13.) Veterans and Eligible Spouses Priority of Service Acknowledgement (if applicable) 10.01.24	
<input type="checkbox"/> 14.) Limited English Proficiency (LEP) Refusal (if applicable) 08.09.25	
<input type="checkbox"/> 15.) EO Notice and Grievance/Complaint Procedure Acknowledgement 10.01.24	
<input type="checkbox"/> 16.) Authorization to Release Information and Promotional Consent 10.01.24	

Continued on Next Page

Database Requirements	EMI Office Use Only
<input type="checkbox"/> ASSET (Eligibility) <ul style="list-style-type: none"> <input type="checkbox"/> Services - Eligibility Determination <input type="checkbox"/> Employment (If previously employed, enter most recent employment) <input type="checkbox"/> Customer note for eligibility determination status <input type="checkbox"/> Customer note with date eligibility notification occurred <input type="checkbox"/> Customer note for Selective Service status <input type="checkbox"/> Upload all documents into ASSET (Once reviewed by EMI Staff) 	

Eligibility Status: Approved Not approved, reason _____
(Submit Documents to EMI to include Application & Eligibility)

Career Planner Signature _____ Subrecipient _____ Date _____ Manager/ QA Initials _____ Date _____

EMI Office Use Only

EMI Staff Signature _____ Date _____

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.