



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	

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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
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EMI Office Use Only

_____ EMI Staff Signature	_____ Date
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