



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
☐ 1.) Application & Eligibility Authorization – WIOA Title I Youth 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		
☐ 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)		
☐ ASSET ☐ Customers ☐ Programs		
☐ 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
☐ 6.) Youth Eligibility Desk Guide – 2018		
☐ 7.) Basic Skills Screening Tool 07.19 or TABE/CASAS Reading and Math Scores		
☐ 8.) Document Verification Checklist (if eligibility to work in U.S. is provided) (copy of documents) 08.29.25		
☐ 9.) Selective Service (housed separate from file) 07.07.21		
☐ 10.) High Poverty Area Youth 01.01.26		
☐ 11.) Income Worksheet - DOL- Funded Program (copy of income documents if applicable) 01.01.26		
☐ 12.) Third-Party Entity Verification (if applicable) 03.01.26		
☐ 13.) Veterans and Eligible Spouses Priority of Service Acknowledgement (if applicable) 10.01.24		
☐ 14.) Accompanying Adult Interpreter Request (if applicable) 08.28.26		
☐ 15.) EO Notice and Grievance/Complaint Procedure Acknowledgement 10.01.24		
☐ 16.) Authorization to Release Information and Promotional Consent 10.01.24		

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Database Requirements				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 status ☐ Upload all documents into ASSET (Once reviewed by EMI Staff)				
Signatures				
Subrecipient (Check one) ☐ DWFS ☐ UNCOM				
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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