



Enrollment 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.

Enrollment Required Documents (in this order)		EMI Office Use Only
<input type="checkbox"/> 1.) Enrollment Authorization – WIOA Title 1 Youth 01.01.26		
<input type="checkbox"/> 2.) Anti-Harassment Notice and Rights and Responsibilities Acknowledgement 10.01.24		
<input type="checkbox"/> 3.) Receipt and Statement of Pre/Post Services – WIOA Title I Youth 10.01.26		
<input type="checkbox"/> 4.) Initial Assessment – Youth 01.01.26		
<input type="checkbox"/> 5.) TABE/CASAS Reading and Math Scores (not needed if used for eligibility determination)		
<input type="checkbox"/> 6.) Career Assessment Cover Page 08.01.23		
<input type="checkbox"/> 7.) Individual Service Strategy (ISS from ASSET - Signed)		
<input type="checkbox"/> 8.) Participant Agreement Form (This is a subrecipient-specific form)		

Database Requirements	EMI Office Use Only
<input type="checkbox"/> ASSET (Enrollment) <input type="checkbox"/> Objective Assessment Service <input type="checkbox"/> Assessments for TABE <input type="checkbox"/> Assessments for Career Assessment <input type="checkbox"/> Assessments, Comprehensive Assessment <input type="checkbox"/> ISS Development Service <input type="checkbox"/> Employability Plan (ISS) or CEPT <input type="checkbox"/> Separate Customer Note for each enrollment service leading to participation <input type="checkbox"/> Upload all documents into ASSET (Once reviewed by EMI Staff)	
<i>* Create Service to Activate Participation Date in ASSET</i> <input type="checkbox"/> ETO - Participant Dismissed from Intake and entered into Enrolled Program	

Enrollment 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 Staff Signature _____ Date _____

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Form Date: 01.01.26
Page 1 of 1