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Subsidized Work Experience Authorization – WISE

Participant 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.

Employer Name: _____	**EMI Office Use Only**
☐ 1.) Subsidized Work Experience Authorization - WISE 04.27.26	
☐ 2.) Community Service Assignment – WISE 04.27.26	
☐ 3.) Worksite Agreement – Adult Employer of Record EMI (Include Liability Insurance) (Copy provided to EMI with each new position or placement at identified Worksite)	
☐ 4.) I-9 (Unexpired)	
☐ 5.) W-4 (Current Year)	
☐ 6.) WT-4 (Current Year)	
☐ 7.) Participant Handbook – WISE Receipt Form and Statement (must review handbook with participant)	
☐ 8.) IEP Printout with required signatures	

Items above must be submitted to EMI at least five (5) business days prior to work experience start date.

Database and Other Requirements	**EMI Office Use Only**
☐ ASSET ☐ Services – Work Experience (select appropriate work experience type) ☐ Customer note for Subsidized Work Experience	
☐ ETO ☐ W-4	
Reminders • Upload all documents into ASSET (upload once approved by EMI) • ETO Employment Record (create upon start date)	

Authorization Form Submitted by:

Career Planner Signature	Subrecipient	Date	Manager/ QA Initials	Date

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Reminder: GPMS data entry required.

Participation Status: ☐ Approved ☐ Not approved, reason _____

EMI Staff Signature	Date

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