



Employ Milwaukee Administrative Memo		
Issue Date	03-20-25	# 25-02
Sponsoring Executive	☒ CEO ☐ VP Programs	☐ Finance Director
Dissemination	☒ Internal	☒ External

TO: Employ Milwaukee Staff, WIOA Service Providers

FROM: Julie Cayo, Interim CEO/Chief Planning Officer

RE: WIOA Title I Adult and Youth Program Training Services Waitlist Procedure

POLICY: **Employ Milwaukee's Policy #17-01, Change 8 Individual Training Account (ITA Policy)** states that Employ Milwaukee reserves the right to prioritize trainings that include WIOA credentials or periodically implement a waitlist for participants waiting to receive direct cost services when it has met or surpassed its 35% spending goal for direct-to-participant costs, and if waitlists are necessary, EMI will implement them following the DWD WIOA policies outlined in the WIOA Title I-A & I-B Policy & Procedure Manual Chapter 3.6. **Note:** Career planners may not deny an individual the opportunity to apply to a WIOA Title I Program,¹ even if a waitlist is in place.

PROCEDURE: All WIOA Title I Adult and Youth Service Providers will begin to implement a waitlist for all Adult and Youth program participants seeking training services. This waitlist will begin effective today until an anticipated end date of 6/30/25. Employ Milwaukee will follow its Local and State Priority of Service policies when managing this waitlist. Please ensure that all enrolled adult participants are properly identified on the waitlist with the correct priority level and date of enrollment. DWD-DET requires that staff provide waitlisted participants with an IEP/ISS Review service at least once every 90 days in order to confirm that the services the participant is waiting for are still appropriate for their needs and goals.

Three (3) failed contact attempts (through at least 2 means of communication, including but not limited to, text message, telephone call, and/or email) with individuals on the waitlist will result in removal from the waitlist.

REQUIRED ACTION: All WIOA Adult and Youth provider staff should follow the procedure outlined above. All WIOA staff should communicate the following when referring to the waitlist: "The State of Wisconsin Department of Workforce Development allows Workforce Development Boards to implement waitlists for WIOA programs when there are limited funds. Currently WDA 2 has limited funds for training services; therefore, all WIOA Title IB Adult and Youth service providers have been required to implement a waitlist for training services. "

CONTACT: Julie Cayo, Interim CEO/Chief Planning Officer, Julie.cayo@employmilwaukee.org

REFERENCES: [WIOA Title IA & IB Policy and Procedure Manual Chapter 3.6 Waitlists](#)
[17-01 Change 8 Individual Training Account ITA](#)
[19.02 Veterans Priority of Service Policy Effective 9.16.19.pdf](#)

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