



| Employ Milwaukee Administrative Memo |                                              |                                                                                |
|--------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------|
| Issue Date                           | 10-01-25                                     | # 25-04                                                                        |
| Sponsoring Executive                 | <input checked="" type="checkbox"/> CEO      | <input type="checkbox"/> VP Programs <input type="checkbox"/> Finance Director |
| Dissemination                        | <input checked="" type="checkbox"/> Internal | <input checked="" type="checkbox"/> External                                   |

**TO:** Employ Milwaukee Staff, WIOA Service Providers

**FROM:** Julie Cayo, President and CEO 

**RE:** WIOA Title I Adult Program Entry Waitlist Procedure

**POLICY:** The Department of Workforce Development (DWD) WIOA Title I-A & I-B Policy and Procedure Manual, Chapter 3.6, states that local WDB's may periodically need to implement a waitlist for program-eligible individuals waiting to enter into a program. **Note:** Career planners may not deny an individual the opportunity to apply to a WIOA Title I Program,<sup>1</sup> even if a waitlist is in place.

**PROCEDURE:** All WIOA Title I Adult Service Providers will begin to implement a waitlist for all Adult program-eligible individuals waiting to enter into the Adult Program. This waitlist will begin effective today until an anticipated end date of 12/31/2025. Employ Milwaukee will follow DWD's WIOA Title I-A & I-B Policy & Procedure Manual Chapter 3.6.2 to ensure that all program-eligible individuals are entered into ASSET and have a completed Eligibility Determination service prior to placing them on the waitlist for program entry. The career planner will check the ASSET Programs "Reportable Individual" checkbox and check "yes" for Eligible in the Eligibility Determination service details screen. An ASSET case note will also be entered indicating that the individual is on the waitlist for program entry.

Once individuals are released from the waitlist or when the waitlist is lifted, career planners must make reasonable efforts to contact those individuals. A minimum of three (3) failed contact attempts (through at least 2 means of communication, including but not limited to, text message, telephone call, and/or email) will result in the individual not moving forward with program entry.

**REQUIRED ACTION:** All WIOA Adult 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; therefore, all WIOA Title IB Adult service providers have been required to implement a waitlist for program entry. "

**CONTACT:** Julie Cayo, President and CEO, [Julie.cayo@employmilwaukee.org](mailto:Julie.cayo@employmilwaukee.org)

**REFERENCES:** [WIOA Title IA & IB Policy and Procedure Manual Chapter 3.6 Waitlists](#)

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