



**WIOA SUPPORTIVE SERVICE VOUCHER DOCUMENTATION CHECKLIST**

Name: \_\_\_\_\_ Pin Number: \_\_\_\_\_

The following documents must be attached for supportive services vouchers to be considered for approval. If any of the documentation is missing the case manager will be notified and the missing documentation must be submitted within 5 working days. If the documentation is not submitted the packet will be returned.

**Forms:**

- \_\_\_ Completed Voucher-signed and dated
- \_\_\_ Employ Milwaukee Supportive Service Justification Form
- \_\_\_ Purchase Approval request form (Only use if reimbursing participant directly)
- \_\_\_ WIOA Agency Referral for supportive service assistance form (if applicable)

**All supporting documentation:**

Please check only the documentation that applies to the supportive service needed.

- \_\_\_ Receipts
  - \_\_\_ Verification letters
  - \_\_\_ Employment documentation
  - \_\_\_ School/Training class schedules and grades
  - \_\_\_ Disability determination
  - \_\_\_ Financial Information
  - \_\_\_ Other documentation (Please specify): \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date