



WIOA Title 1 Adult – Application & Eligibility Authorization Form

Applicant's Name: _____ **ASSET Pin:** _____

Application Required Documents (Date Submitted is the trigger for 30 days to determine Eligibility)	EMI Office Use Only
<input type="checkbox"/> 1.) WIOA Title 1 Adult - Eligibility & Enrollment Authorization Form – March 2021	
<input type="checkbox"/> 2.) Employ Milwaukee Agency Intake Form – March 2021	
<input type="checkbox"/> 3.) Employ Milwaukee DOL-Funded Program Application – March 2021	
<input type="checkbox"/> 4.) Employ Milwaukee Disability Supplemental Form (housed separate from file) – March 2021	
Database Requirements (You have 10 days to enter into ASSET from the date of submission)	
<input type="checkbox"/> ASSET <input type="checkbox"/> Customers (All entries need to align with the intake forms) <input type="checkbox"/> Programs (All entries need to align with the intake forms) <input type="checkbox"/> Upload all documents into ASSET	
<input type="checkbox"/> ETO – Participant entered in Intake Program	
NOTE – Retain Documents but do not turn into EMI for review until Eligibility Determination	

Application Status: Date of Submission: _____

Date Entered into ASSET: _____

Eligibility Required Documents (in this order)	
<input type="checkbox"/> 5.) WIOA– Participant Document Verification Form (copy of documents) – March 2021 <input type="checkbox"/> Proof of Date of Birth Documentation <input type="checkbox"/> Proof of Eligible to Work in US (1 item from column A OR 1 item from B and C of the I-9 list) <input type="checkbox"/> Selective Service Form & Documentation (if applicable) – March 2021 <input type="checkbox"/> -Selective Service: Waiver Request Form (if applicable) <input type="checkbox"/> -Selective Service: Waiver-Approval Letter from EMI (if applicable) <input type="checkbox"/> Proof of Veteran Status Documentation (if applicable)	
<input type="checkbox"/> 6.) DOL- Funded Program Income Worksheet (copy of income documents) – March 2021	
<input type="checkbox"/> 7.) Priority of Service WIOA Adult Program Acknowledgement – March 2021	
<input type="checkbox"/> 8.) Basic Skills Screening Tool Form (DWD/Job Center of WI)	
<input type="checkbox"/> 9.) Third-Party Entity Verification Form (if applicable) – March 2021	
<input type="checkbox"/> 10.) Limited English Proficiency Access Form (LEP) (if applicable) – March 2021	
<input type="checkbox"/> 11.) Employ Milwaukee Equal Opportunity Notice and Acknowledgement Form – March 2021	
<input type="checkbox"/> 12.) Grievance Procedure Summary and Acknowledgement Form – March 2021	
<input type="checkbox"/> 13.) Employ Milwaukee Authorization to Release Information Form – March 2021	

Database Requirements

- ☐ **ASSET (Eligibility)**
- ☐ Services - Eligibility Determination
 - ☐ Documents – Data validation uploads
 - ☐ Employment (Most recent employment)
 - ☐ Customer note for eligibility determination status
 - ☐ Customer notification of eligibility determination case note
 - ☐ Customer note for Selective Service Waiver entered (if applicable)
 - ☐ Customer note for Priority of Service determination outcome
 - ☐ Upload all documents into ASSET

Eligibility status: ☐ Approved ☐ Not approved: Reason: _____

(Submit Documents to EMI to include Application & Eligibility)

(Career Planner Signature)

(Agency)

(Date)

(Manager/QA Initial) (Date)

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(EMI Staff Signature)

(Date)

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