



WIOA Title 1 Youth – 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 Youth - Eligibility & Enrollment Authorization Form	
<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	
<input type="checkbox"/> 5.) Employ Milwaukee WIOA Youth Addendum – 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 <input type="checkbox"/> Programs <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"/> 6.) Youth Eligibility Desk Guide- 2018	
<input type="checkbox"/> 7.) Basic Skills Screening Tool or TABE/CASAS Reading and Math Scores	
<input type="checkbox"/> 8.) Participant Documentation Verification Form (copy of documents) – March 2021	
<input type="checkbox"/> 9.) Selective Service Form and Waiver Request Form (if waiver is applicable) – March 2021	
<input type="checkbox"/> 10.) Employ Milwaukee High Poverty Area Form – March 2021	
<input type="checkbox"/> 11.) DOL- Funded Program Income Worksheet (copy of income documents) – March 2021	
<input type="checkbox"/> 12.) Third-Party Entity Verification Form (if applicable) – March 2021	
<input type="checkbox"/> 13.) Veterans and Eligible Spouses Priority of Services Form (if applicable) – March 2021	
<input type="checkbox"/> 14.) Limited English Proficiency Access Form (LEP) (if applicable) – March 2021	
<input type="checkbox"/> 15.) Employ Milwaukee Equal Opportunity Notice and Acknowledgement Form – March 2021	
<input type="checkbox"/> 16.) Grievance Procedure Summary and Acknowledgement Form – March 2021	
<input type="checkbox"/> 17.) Employ Milwaukee Authorization to Release Information Form –March 2021	
<input type="checkbox"/> 18.) Notice of Anti-Harassment Procedures and Acknowledgement Form - March 2021	

Database Requirements	
<input type="checkbox"/> ASSET (Eligibility) <input type="checkbox"/> Services - Eligibility Determination <input type="checkbox"/> Employment (If previously employed, enter most recent employment) <input type="checkbox"/> Customer note for eligibility determination status <input type="checkbox"/> Customer note with date eligibility notification occurred <input type="checkbox"/> Customer note for Selective Service Waiver entered (if applicable) <input type="checkbox"/> 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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TSEEM CEEB! Daim ntawv no muaj ib **cov lus tseem ceeb** qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. **Hu rau (414)-270-1726** yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub.