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
☐ **1.) WIOA Title 1 Youth - Eligibility & Enrollment Authorization Form**	
☐ **2.) Employ Milwaukee Agency Intake Form** – March 2021	
☐ **3.) Employ Milwaukee DOL-Funded Program Application** – March 2021	
☐ **4.) Employ Milwaukee Medical Disability Supplemental Form** (housed separate from file) **–** March 2021	
☐ **5.) Employ Milwaukee WIOA Youth Addendum** – March 2021	
Database Requirements (You have 10 days to enter into ASSET from the date of submission)	
☐ **ASSET** ☐ Customers ☐ Programs ☐ Upload all documents into ASSET	
☐ **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)	
☐ **6.) Youth Eligibility Desk Guide-** 2018	
☐ **7.) Basic Skills Screening Tool or TABE/CASAS Reading and Math Scores**	
☐ **8.) Participant Documentation Verification Form** (copy of documents) – March 2021	
☐ **9.) Selective Service Form and Waiver Request Form** (if waiver is applicable) – March 2021 (housed separate from file)	
☐ **10.) Employ Milwaukee High Poverty Area Form –** March 2021	
☐ **11.) DOL- Funded Program Income Worksheet** (copy of income documents) – March 2021	
☐ **12.) Third-Party Entity Verification Form** (if applicable) – March 2021	
☐ **13.) Veterans and Eligible Spouses Priority of Services Form** (if applicable) – March 2022	
☐ **14.) Limited English Proficiency Access Form (LEP)** (if applicable) – March 2021	
☐ **15.) Employ Milwaukee Equal Opportunity Notice and Acknowledgement Form** – March 2022	
☐ **16.) Grievance Procedure Summary and Acknowledgement Form** – March 2022	
☐ **17.) Employ Milwaukee Authorization to Release Information Form** –March 2021	
☐ **18.) Notice of Anti-Harassment Procedures and Acknowledgement Form -** March 2021	

Database Requirements	

☐ **ASSET** (Eligibility)
   ☐ Services - Eligibility Determination
   ☐ Employment (If previously employed, enter most recent employment)
   ☐ Customer note for eligibility determination status
   ☐ Customer note with date eligibility notification occurred
   ☐ Customer note for Selective Service Waiver entered (if applicable)
   ☐ 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)**

Employ Milwaukee Office Use Only--

_____   _____
(EMI Staff Signature)   **(Date)**

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