



WIOA Title 1 Adult – Enrollment Authorization Form

Applicant's Name: _____ ASSET Pin: _____

Enrollment Required Documents (in this order)	EMI Office Use Only
<input type="checkbox"/> 1.) WIOA Title 1 Adult – Enrollment Authorization Form – March 2021	
<input type="checkbox"/> 2.) Employ Milwaukee Rights and Responsibilities Form – March 2021	
<input type="checkbox"/> 3.) Employ Milwaukee Promotional Consent Form – March 2021	
<input type="checkbox"/> 4.) TABE/CASAS Reading and Math Scores	
<input type="checkbox"/> 5.) Career Locker Assessment Form	
<input type="checkbox"/> 6.) Individual Employment Plan Print Out (IEP from ASSET - Signed)	
<input type="checkbox"/> 7.) ESS-CEPT Print Out (Signed)	
<input type="checkbox"/> 8.) Participant Agreement Form	

Database Requirements	EMI Office Use Only
<input type="checkbox"/> ASSET (Enrollment) <input type="checkbox"/> Assessments-Comprehensive Assessment <input type="checkbox"/> Assessments- Test Scores for TABE/CASAS <input type="checkbox"/> Assessments- Test Scores for Career Locker <input type="checkbox"/> IEP Development/Manage Employability Plan or CEPT <input type="checkbox"/> Services- Initial and/or Comprehensive Assessment <input type="checkbox"/> Services- IEP Development <input type="checkbox"/> Customer note for Assessments provided (Dates need to align) <input type="checkbox"/> Customer note for IEP provided (Dates need to align) <input type="checkbox"/> Upload all documents into ASSET	
<p>* Create Service to Activate Participation Date in ASSET</p> <input type="checkbox"/> ETO - Participant Dismissed from Intake and entered into Enrolled Program	

Enrollment status: Approved Not approved: Reason: _____

(Submit Documents to EMI for review for Enrollment / Participation)

(Career Planner Signature) (Agency) (Date) (Manager Initial) (Date)

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(EMI Staff Signature) (Date)

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