



WIOA PROGRAMS SUPPORTIVE SERVICE VOUCHER DOCUMENTATION CHECKLIST

Participant Name: _____ ASSET Pin: _____

The following documents must be attached for supportive services vouchers to be considered for approval. If any of the documentation is missing the case planner 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.

Customer Justification:

- Completed Voucher-signed and dated
- Training-Related Supportive Service Form (if applicable)
- Employ Milwaukee Supportive Service Justification Form
- Purchase Approval Request Form (if applicable)
- Signed IEP/ISS
- ASSET Customer Note – service not available through other sources

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
- Attendance Records
- Mileage/Childcare Logs
- Financial Information
- Other Documentation (Please specify): _____

Career Planner Signature

Date

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