



EMPLOY MILWAUKEE DESK AID

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Background Check Process

1. Career Planner has a participant interested in a training program that requires a caregiver background check.
2. Prior to writing a training voucher, Career Planner must have a completed background check for the participant, and he/she must pass the background check. The Career Planner must identify the supportive service (ASSET – Other Supportive Services) for background check on the IEP/ISS (the ASSET service must be a planned service with planned open date of today and planned close date one month from planned open date). The IEP/ISS must be signed by both the Career Planner and the participant.
3. Career Planner must review the participant's email address in ASSET and ETO to ensure that it is the most current email for the participant and explain to the participant that once the voucher is approved, the participant will receive an email from Employ Milwaukee. He/She will need to go into the email and complete the background check document.
4. Add ASSET Customer Notes to clearly explain the need for the background check.
5. In ETO, add "Other Supports" service for the SRA Screening.
6. Complete a supportive service voucher in ETO for background check. Voucher includes:
 - a. Payment Method = 100% Cost Reimbursement
 - b. Voucher Effective From = Date Voucher Written
 - c. Voucher Effective Through = One month from voucher effective from date
 - d. Pay To = Provider
 - e. Fund Type = Supportive
 - f. Vendor = Scott Roberts and Associates
 - g. Supportive Service Amount = \$37 under Employment or Training Related Items
 - h. Notes = Add details of what the voucher is for

7. When the voucher packet is complete, the voucher is to be sent to ITAVoucher@employmilwaukee.org. In the body of the email, include the participant's name, email address, and phone number.
8. Program Specialist reviews and approves the voucher. Once approved, the Program Specialist emails Diane Zettelmeier (EMI background check contact) at diane.zettelmeier@employmilwaukee.org. Email must include the following:
 - a. Participant Name
 - b. Participant email address
 - c. Participant phone number
 - d. Program (for EMI staff only)
 - e. Funding Source (for EMI staff only)
9. Background check will be processed and will provide results to the participant (only if they do not pass) and Program Specialist.
10. Program Specialist notifies the Career Planner and supervisor of the background check status to determine if the participant can move forward with training.

Created: 01.01.25