

				Adult & DW ASSET File Uploads			
				ASSET File Upload – Eligibility			
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
N/A	Application	Adult		WIOA Title 1 Adult – Application & Eligibility Authorization	Eligibility	WIOA Application	
N/A	Application	DW		WIOA Title 1 DW – Application & Eligibility Authorization	Eligibility	WIOA Application	
N/A	Application	Adult/DW		Agency Intake Form	Eligibility	WIOA Application	
N/A	Application	Adult/DW		DOL Funded Program Application	Eligibility	WIOA Application	
N/A	Application	DW		WIOA Dislocated Worker Application Addendum (w/any supporting documentation)	Eligibility	WIOA Application	
N/A	Application	Adult/DW	Yes	Medical and Disability Supplemental Form	Eligibility	Record of Disability	
N/A	Eligibility	Adult/DW		Document Verification Checklist	Eligibility	Document Verification Form	
N/A	Eligibility	Adult/DW		Driver's License or Permit	Eligibility	Driver's License	X
N/A	Eligibility	Adult/DW		Social Security Card	Eligibility	Social Security Card	X
N/A	Eligibility	Adult/DW		Passport	Eligibility	Passport	X
N/A	Eligibility	Adult/DW		School ID Card	Eligibility	School ID Cards	X
N/A	Eligibility	Adult/DW		Federal/Local ID	Eligibility	Federal / Local ID Card	X
N/A	Eligibility	Adult/DW	Yes	EMI Selective Service Form w supporting documents (Waiver Request Form and approval letter – if applicable) or selective services printout	Eligibility	Selective Service Registration Document	
N/A	Eligibility	Adult/DW	Yes	DOL-Funded Program Income Worksheet	Eligibility	WIOA Application	
N/A	Eligibility	Adult/DW		Paycheck Stubs	Eligibility	Paycheck Stubs	
N/A	Eligibility	Adult/DW		Pension Statement	Eligibility	Pension Statement	
N/A	Eligibility	Adult/DW		Tax Documents	Eligibility	Tax Documents	
N/A	Career Services	Adult/DW		Employer Letter / Statement	Career Services	Career Services Documentation	
N/A	Eligibility	Adult/DW		Public Assistance / Social Service Records	Eligibility	Public Assistance / Social Service Records	
N/A	Eligibility	Adult		Priority of Service WIOA Adult Program Acknowledgement	Priority of Service	Career Services Documentation	
N/A	Eligibility	Adult/DW		Veterans and Eligible Spouses Priority of Services Form	Priority of Service	Career Services Documentation	
N/A	Eligibility	Adult/DW		Basic Skills Screening Tool Form	Case Management	Basic Skills Screening Tool	
N/A	Eligibility	Adult/DW		Third-Party Entity Verification Form	Eligibility	Verbal / Telephone Verification Form	
N/A	Eligibility	Adult/DW		Limited English Proficiency (LEP) Refusal	EO Notices	EO Notices	
N/A	Eligibility	Adult/DW		EO Notice & Grievance Compliant Acknowledgement	EO Notices	EO Notices	
N/A	Eligibility	Adult/DW		Authorization to Release Information and Promotional Consent form	Eligibility	Release of Information	
N/A	Eligibility	Adult/DW		Participant Attestation	Eligibility	Participant Attestation	
N/A	Eligibility	Adult/DW		Tribal Records (I-9 Establish Identity)	Eligibility	Tribal Records	

All Documents dated prior to 10.1.24 - must be confidential in Hard file and in ASSET Documents			
EMI Agency Intake Form			
EMI DOL-Funded Program Application			
Employ Milwaukee DW Addendum			
Veteran's Priority of Service Acknowledgement and Verification Form			
Initial Assessment			

				ASSET File Upload – Enrollment			
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
1a	Enrollment	Adult		WIOA Title 1 Adult – Enrollment Authorization	Case Management	WIOA Application	
1b	Enrollment	DW		WIOA Title 1 DW – Enrollment Authorization	Case Management	WIOA Application	
2	Enrollment	Adult/DW		Anti-Harassment Notice and Rights and Responsibilities Acknowledgement	Case Management	Participant Rights & Responsibilities	
3	Enrollment	Adult/DW		TABE/CASAS Reading and Math Scores	Assessment	Assessments	
4	Enrollment	Adult/DW		WIOA Notice of Comprehensive and Specialized Assessment Tool Use	Assessment	Assessments	
5	Enrollment	Adult/DW		Career Assessment (ie. Traitify, My Next Move, etc.)	Assessment	Assessments	
6	Enrollment	Adult/DW		Individual Employment Plan Print out (IEP from ASSET - Signed)	Career Services	Employment Plan	
7	Enrollment	Adult/DW		ESS-CEPT Print Out (Signed)	Assessment	Career Services Documentation	
8	Others	Adult/DW		WIOA - Participation Agreement (Partner/Participant)	Case Management	Participant Rights & Responsibilities	
9	Enrollment	Adult/DW	Yes	Initial Assessment (if applicable)	Assessment	Assessments	

				ASSET File Upload – Ongoing			
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
N/A	Career Services	Adult/DW		Employer Letter / Statement	Career Services	Career Services Documentation	
N/A	Enrollment	Adult/DW		ESS-CEPT Print Out (Signed)	Assessment	Career Services Documentation	

N/A	Enrollment	Adult/DW		Individual Employment Plan Print out (IEP from ASSET - Signed)	Career Services	Employment Plan	
N/A	Enrollment	Adult/DW		TABE/CASAS Reading and Math Scores	Assessment	Assessments	
N/A	Follow-up	Adult/DW		Industry-recognized Credential	Credential Attainment	Career Services Documentation	
N/A	Others	Adult/DW		Certificates of Completion	Training/Education Services	Career Services Documentation	
N/A	Others	Adult/DW		Email Correspondences	Case Management	Email	
N/A	Others	Adult/DW		Employment Leads	Case Management	Career Services Documentation	
N/A	Others	Adult/DW		Measurable Skills Gain Related Documents	Measurable Skill Gain	Career Services Documentation	
N/A	Others	Adult/DW		Resume	Case Management	Resume	
N/A	Others	Adult/DW		WIOA -Participation Agreement (Partner/Participant)	Case Management	Participant Rights & Responsibilities	
	Outcomes	Adult/DW		Report Card / Transcript	Measurable Skill Gain / Credential Attainment - if shows degree attainment date	Report Card / Transcript	
N/A	Supportive Service	Adult/DW		Child Care Attendance Logs	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Adult/DW		Mileage Logs	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Adult/DW		Receipts	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Adult/DW		Supportive Services Documentation	Supportive Services	Supportive Services Documentation	
N/A	Supportive Service	Adult/DW		Supportive Services Voucher (entire packet w/supporting docs - including approved & signed encumbered voucher)	Supportive Services	Voucher	
N/A	Training	Adult/DW		Occupational Training Voucher (entire packet w/supporting docs - including approved & signed encumbered voucher)	Training/Education Services	Voucher	
N/A	Training	Adult/DW		On-the-Job Training Contract (entire packet w/supporting docs - including approved & signed encumbered voucher)	Training/Education Services	Voucher	

ASSET File Upload – Follow-up							
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
N/A	Career Services	Adult/DW		Employer Letter / Statement	Follow-up Service	Career Services Documentation	
N/A	Follow-up	Adult/DW		Proof of post-secondary education	Credential Attainment	Career Services Documentation	
N/A	Others	Adult/DW		Certificates of Completion	Training/Education Services	Career Services Documentation	
N/A	Others	Adult/DW		Email Correspondences	Follow-up Service	Email	
N/A	Others	Adult/DW		Employment Leads	Follow-up Service	Career Services Documentation	
N/A	Others	Adult/DW		Measurable Skills Gain Related Documents	Measurable Skill Gain	Career Services Documentation	
N/A	Others	Adult/DW		Resume	Follow-up Service	Resume	
N/A	Others	Adult/DW		WIOA -Participation Agreement (Partner/Participant)	Follow-up Service	Participant Rights & Responsibilities	
N/A	Outcomes	Adult/DW		Report Card / Transcript	Measurable Skill Gain	Report Card / Transcript	
N/A	Enrollment	Adult/DW		EMI Referral Form	Follow-up Service	Supportive Services Documentation	

ASSET File Upload – QUEST Use Title 1 - Adult or DW for upload program ***Please note - QUEST section only identifies QUEST specific forms not identified above***							
Authoriz. Form Order	File Section	Program	Confidential	Actual Document	Document Purpose	Document Type	Don't upload
N/A	Application	QUEST		QUEST DWG – Application & Eligibility Authorization	Eligibility	WIOA Application	
N/A	Application	QUEST		QUEST Adult Worker Application Addendum	Eligibility	WIOA Application	
N/A	Enrollment	QUEST		QUEST DWG – Enrollment Authorization	Case Management	WIOA Application	
N/A	Work Experience	QUEST		Work Experience Packet (entire packet w/ supporting docs - including EMI signed/approved authorization form)	Work Experience	Work Experience Agreement	
N/A	Work Experience	QUEST		Timesheets	Work Experience	Attendance Verification	
N/A	Work Experience	QUEST		WIOA Work Experience Worksite Progress Report	Work Experience	Assessments	