



## WIOA Title 1 Youth – Subsidized Work Experience Authorization Form

Employer's Name: \_\_\_\_\_

Participant's Name: _____	ASSET Pin #: _____	EMI Office Use Only
<input type="checkbox"/> 1.) WIOA Title 1 Youth – Subsidized Work Experience Authorization Form		
<input type="checkbox"/> 2.) Worksite Agreement – March 2021		
a. Create with Each New Worksite (Include Liability Insurance) (Copy provided to EMI with each new position or placement at identified Worksite)		
<input type="checkbox"/> 3.) Job Description (From Employer)		
<input type="checkbox"/> 4.) Work Assignment - Subsidized Work Experience (Hire Letter - Participant Handbook)		
<input type="checkbox"/> 5.) Academic & Occupational Skills Form – March 2021		
<input type="checkbox"/> 6.) Form I-9 (Unexpired)		
<input type="checkbox"/> 7.) Form W-4 (Current Year)		
<input type="checkbox"/> 8.) Form WT-4 (Exempt Withholding if Applicable)		
<input type="checkbox"/> 9.) Work Permit (if applicable – only required for youth 14 or 15 years of age)		
<input type="checkbox"/> 10.) Participant Handbook Receipt of Orientation (must review handbook with participant)		
<input type="checkbox"/> 11.) Progress Report Template – March 2021 (submit within 60 days of start date)		

Database Requirements	EMI Office Use Only
<input type="checkbox"/> ASSET <input type="checkbox"/> Services – Work Experience (select appropriate work experience type) <input type="checkbox"/> Employability Skills – Work Readiness- ISS signed by participant <input type="checkbox"/> Customer note for Subsidized Work Experience <input type="checkbox"/> Upload all documents into ASSET	
<input type="checkbox"/> ETO <input type="checkbox"/> Employment Record (enter upon start date) <input type="checkbox"/> W-4	

Items 1-10 above must be submitted to EMI at least 3 business days prior to work experience start date.  
Authorization Form Submitted by:

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

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Participation status:  Approved  Not approved: Reason: \_\_\_\_\_

(EMI Staff Signature) (Date)

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