

CERTIFICATION PROCESS

# RESIDENTS PREFERENCE PROGRAM (RPP)

1

Individuals must meet the following qualifications to meet RPP eligibility:

- ✓ City of Milwaukee resident
- ✓ Haven't worked for the last 15 days **OR** worked less than 1200 hours in the past 12 months **OR** have 1040s from the previous year to review for eligibility

2

When the individual meets the qualification for RPP eligibility, they will need to complete electronic WRTP | BIG STEP paperwork:



Scan here or go to:  
[bit.ly/3Gwy670](https://bit.ly/3Gwy670)

3

The individual will upload or provide WRTP | BIG STEP with all required personal documents:

- ✓ State-issued ID **OR** driver's license
- ✓ Mail sent to the individual at their City of Milwaukee address dated from the past 30 days

4

WRTP | BIG STEP staff will review your application and documents.



5

Upon the review and confirmation of the individual's application and documents, we will contact you within 2-3 business days to complete the RPP affidavit and certification process:

- ✓ WRTP | BIG STEP will create and notarize an official RPP certificate for the individual
- ✓ Certification can be done remotely and in-person

6

Copies of the new RPP certificate will be sent to the individual and any contractor and/or union hall the individual requests.



**CONTACT WRTP | BIG STEP AT (414) 342-9787**

If an individual does not have access to the electronic devices required to complete this certification process WRTP | BIG STEP will offer alternative assistance to these individuals.