

Monthly Attendance/Progress Report & Supportive Services Request

Worker Name/Code:
Telephone:

Dear:

Welfare-to-Work is California's employment program designed to help you prepare for work and find a job. In order for Sacramento County to tell if you are making progress in your activities and meeting the program requirements, we need to know your actual hours of participation monthly.

Please use this form to report your activity hours for the month of _____ and return to your worker by the **10th** of _____. If you have questions or need help with this form call your Caseworker. Other forms meeting our information needs will be accepted.

Supportive Services

When you complete the activity boxes below and return to your worker by the due date, you may continue receiving your supportive service payments in advance. Welfare-to-Work will pay for supportive services if you need them to participate in assigned activities and the rules allow for them. Let your Caseworker know of any changes in your need for supportive services.

1. Did you receive money from the county this month for transportation? Yes No
If "No", do you need help with your transportation costs? Yes No
2. Is Sacramento County/Child Action already paying for your childcare? Yes No
If "No", do you need help paying for your childcare? Yes No
3. Do you need other supportive services, such as a uniform, work boots, or schoolbooks? Please tell us what you need. _____ Yes No

Paid Work Activities

You must provide information, such as pay stubs, to show your activity hours. When this information allows us to determine the actual hours of participation, you will not need a signature in the Activity Box for the activity.

Unpaid Work Activities

You must provide information, such as this Monthly Attendance/Progress Report, to show your activity hours. This report may be maintained by you and signed by your Activity Supervisor or the person verifying your hours of participation.

Activity Type and Attendance

Complete one Activity Box for each activity. Enter your activity and the hours for each day you participated in that activity. For example Work, Job Club, Counseling, Work Study, Training and/or College (show study hours in the first Activity Box).

Activity Provider

The Activity Provider is the name of the specific site where you do your activity. Some examples would be Safeway, American River College, SETA, or the Department of Human Assistance for Job Club.

Activity Boxes - Participation Progress Reporting

Activity Type 1	Activity Provider	Start Date	End Date	Name of Teacher/Supervisor
				Day of Month
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Hours Attended				Total Hours
Study Hours				
() _____ Participant's telephone number		_____ Print name of person verifying hours/enrollment		
_____ Signature of person verifying hours/enrollment		() _____ Telephone # of person verifying hours/enrollment		

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Activity Type 2 _____ Activity Provider _____ Start Date _____ End Date _____ Name of Teacher/Supervisor _____

Hours Attended	Day of Month																															Total Hours
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Signature of person verifying hours _____

Print name of person verifying hours _____
() _____
Telephone number of person verifying hours _____

Activity Type 3 _____ Activity Provider _____ Start Date _____ End Date _____ Name of Teacher/Supervisor _____

Hours Attended	Day of Month																															Total Hours
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Signature of person verifying hours _____

Print name of person verifying hours _____
() _____
Telephone number of person verifying hours _____

Excused Absences in Paid Work Activities

Welfare-to-Work rules say absences may count toward your actual hours of participation **only IF** you were **paid** for the hours you were absent.

Excused Absences in Unpaid Work Activities

Welfare-to-Work rules say you may be absent or late for your unpaid work activity on a **limited basis**. Some of the reasons you might be absent from your activity include planned work or activity shutdowns, school appointments, medical appointments for self or dependents, Caseworker appointment, holiday, child care breakdown, child illness, family problems.

Absence Reporting

Activity	Date(s)	# of Hours	Reason(s) you did not attend

Financial Sanctions

If you did not participate as required without the county deciding you had a good reason, your cash aid may be lowered. Please contact your Caseworker if you are having trouble meeting the Welfare-to-Work program requirements.