

Department of Health & Social Services
Division of Public Assistance
WORK ACTIVITIES TIMESHEET EXAMPLE
Due on the last working day of each month



CLIENT PRINTED NAME: Johnny Rocket

Month/Year: 2/16

Case Manager Name: Brenda Johnson

Phone: 269-0000

Fax to #: 269-0001

DATE	Instructions: List only one activity per line. For work search, include job title, who you spoke to & how the contact was made. Include activities such as: met with Case Manager about work; self-employment; subsistence; volunteer; GED; workshop attended; job club; résumé; Career Ready 101; Vocational Counseling; Vocational Education; training	Total hours in activity	OFFICE USE Countable # of hours & activity code or B3 if not countable
2-1	Looked at ALEXsys job openings: waitress, housekeeper, etc.	3	
2-1	Turned in résumé to the school office for custodian position	30 min	
2-1	Worked on Career Ready 101	1	
2-1	Interviewed at Fred Meyer meat department with Sam Brown	2	
2-2	Worked on resume in job center	2	
2-2	Met with case manager about 5 job openings	1	
2-2	Came to Job Club	1	
2-2	Studied GED	2	
2-3	CNA training class	7	
2-6	Listened to the radio show for jobs	10 min	
2-6	Worked at the IRA filing papers	1	
2-6	Picked berries and gave to elders	3	
2-16	President's Day Holiday - did not look for work	H	
<i>Complete more sheets to list more activities</i>			

Do you need child care next month?: Yes No Provider: _____ # of Hours/Days: _____

H = Holiday (list holiday) New Years, Martin Luther King, Presidents' Memorial, Independence, Labor Day, Columbus, Veteran's, Thanksgiving, Christmas

Client - Johnny Rocket
 Client Signature _____ Date _____

CNA Teacher - Joe Broken Bones
 Supervisor or Instructor's Signature and Class Name _____

Tribal office - Tommy Public
 Supervisor or Instructor's Signature and Class Name _____

GED teacher - Sally Smith
 Supervisor or Instructor's Signature and Class Name _____

GED, Training, School, Volunteer, and Subsistence activities must have signature from each supervisor or instructor

Office Use Only - Totals for codes listed:

Code: _____ Hours: _____ Code: _____ Hours: _____ Code: _____ Hours: _____