

State of Alaska  
 Department of Health and Social Services  
 Division of Public Assistance  
**EMPLOYER CONTACT RECORD**

Name:		SS#:	Number of Employers to contact: _____	Report Date: _____ Next Appointment: _____ at _____	
Date	Name & Address of Employer	Person Contacted	Telephone #	Job Applied For	Contact Results
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**Employer Contact Record (Page 2)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Date	Name & Address of Employer	Person Contacted	Telephone #	Job Applied For	Contact Results
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

**I understand that the law provides penalties for fraudulent statement t obtain benefits. I certify that my statements are true and correct to the best of my Knowledge.**

**CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ RETURN TO: \_\_\_\_\_**

## Employer Contact Record Attachment

**To Be Successful In Your Job Search, Contact Employers Offering Suitable Employment For Someone With Your Job Skills.**

Remember: We are required by law to inform your eligibility caseworker if you decide to ignore or not follow through with your job search requirements. Failure to conduct your job search could mean the loss of your food stamp benefits.

**Food Stamp Program requirements for conducting your job search:**

1. Your job search entries must include the employer's business name, the person contacted, telephone number, and it must be readable.
2. Each of your job contacts must be with a different employer
3. If you normally find work through a trade union, you may claim one contact per week for attending your union call. To do this you need to verify that you are eligible for dispatch by your local chapter.
4. You must present yourself as available and able to work.
5. Showing or asking the employer to sign the *Employer Contact Record* form is not required.
6. When you change your address, notify your eligibility caseworker.
7. When you begin a job, notify your E&T case manager and your eligibility caseworker.