

TANF WORK AND TRAINING JOB SEARCH NOTICE AND REPORT

Client Name _____

REQUIREMENTS

To find and meet TANF Work and Training activity requirements, you will need to make at least 6 acceptable employer contacts per week. Making more contacts than this can increase your chances of getting a job. Getting a job will help you support your family because WORK PAYS! When you work you have all the money from your paychecks plus your SNAP benefits (if already receiving), MediPlan card, paid child care, and money from the federal Earned Income Tax Credit. Your TANF cash benefits go down only \$1 for every \$3 you earn. Ask your DHS caseworker about all the ways that WORK PAYS!

Complete and return with weekly Work Experience timesheet

The following are acceptable employer contacts:

- the completion and return of an application to an employer, including on-line, or a face-to-face contact with an employer;
- the completion of a civil service test required for employment with state, Local or Federal government or the completion of a Department of Employment Security or Illinois Employment and Training Center screening test;
- the completion and mailing of a resume with a covering letter to an employer (maximum 1 per week);
- union members verified to be in good standing with their union reporting to their union hall 5 days per week counts as one contact; or
- Illinois skills Match registration counts as one employer contact.

List the name and address of each place you applied for a job and the type of job for which you applied. Enter the person contacted, telephone number of contact, the date of the contact and check the type of contact you made.

EMPLOYER: _____ ADDRESS: _____ _____ JOB TYPE: _____ DATE OF CONTACT: _____ CONTACT NAME: _____ TELEPHONE: _____ TYPE OF CONTACT: _____ APPLICATION: _____ RESUME: _____ INTERVIEW RESULTS: _____	EMPLOYER: _____ ADDRESS: _____ _____ JOB TYPE: _____ DATE OF CONTACT: _____ CONTACT NAME: _____ TELEPHONE: _____ TYPE OF CONTACT: _____ APPLICATION: _____ RESUME: _____ INTERVIEW RESULTS: _____
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