VERMONT
Department for Children and Families
Economic Services Division

218-WFV *(218AR in OnBase)*

Workfare Verification Form

Customer name:_____ Last 4 of SSN:_____

Customer phone number:_____

Number of hours customer must complete:_____

You must provide the information to Economic Services at your initial approval and rectification.

Month\Year	Hours volunteered in month
January, 20_____	
February, 20_____	
March, 20_____	
April, 20_____	
May, 20_____	
June, 20_____	
July, 20_____	
August, 20_____	
September, 20_____	
October, 20_____	
November, 20_____	
December, 20_____	

If this is your first month volunteering, are you planning to continue volunteering at this volunteer site moving forward? ☐ Yes ☐ No

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To be completed by local organization staff after completion of monthly volunteer hours.

Organization Name:_____

Organization Address:_____

Supervisor Name:_____ Organization Phone#:_____

Is your organization a non-profit? ☐ Yes ☐ No

Printed name of volunteer supervisor:_____

Signature of volunteer supervisor:_____ Date:_____

Workfare Frequently Asked Questions

What is Workfare?

- Workfare is a program in which individuals receiving 3SquaresVT benefits can fulfill their work requirements by volunteering for a predetermined number of hours per month at a non-profit organization. Individuals must find their own volunteer sites.

What are the work requirements?

- Individuals who are age 18 or over and under 55 are limited to three months of 3SquaresVT benefits in a three-year period unless they are working, participating in a work training program, or participating in Workfare. Some individuals are exempt from this requirement, such as those who live with children, individuals determined to be unfit for work, and pregnant women.

Where can I volunteer?

- Individuals can volunteer at any non-profit public or private organization.

What is a non-profit organization?

- A non-profit organization is an organization which does not give its income to owners or shareholders. It uses its income to achieve its purpose or mission.

What are examples of non-profit organizations in Vermont?

- Lake Champlain International (LCI), Humane Society, Ronald McDonald House, Camp Ta-Kum-Ta, American legion, churches, public municipalities, local food shelves. For more information on non-profit organizations in your area contact Vermont 211.

I found a non-profit volunteer site; now what do I do?

- Once you have found a non-profit volunteer site and you have completed enough volunteering hours to fulfill your monthly work requirement, complete the reverse side of this form. A supervisor or member of the non-profit organization staff will need to sign this form, and then you must submit the completed form to Economic Services.

How often do I need to provide these forms to Economic Services?

- You will need to provide this form to Economic Services after you complete your first month of volunteering and meet your work requirement. Additionally, you will need to provide this form at your next recertification interview.

For more information about Workfare please visit your local Economic Services office or call 1-800-479-6151