

Reach Up Job Search Log

Participant: _____ Weekly hours required: _____ Week ending: _____

Last 4 SSN: _____ Employment goal: _____

Copy Distribution: White – Case Worker; Yellow – Participant

Date of activity (mm/dd/yy)	Activity type <i>(examples: resume preparation, in person or phone interviews, online search, completing applications, discussion with someone in this field, etc.)</i>	Business or employer's name and contact information	Type of position applied for	Comments	Length of activity <i>(15 min, 1 hour, etc.)</i>	Travel Time <i>(does not include to and from home)</i>	Number of hours case manager has approved***

Verified by Reach Up Case Manager

Received Date Stamp

Travel time in between job site locations can be included in the Length of Activity. Travel time to and from home is not countable.
 If hours approved by the Case Manager differ from hours entered by participant, Case Manager should enter case note to explain.

Date of activity (mm/dd/yy)	Activity type <i>(examples: resume preparation, in person or phone interviews, online search, completing applications, discussion with someone in this field, etc.)</i>	Business or employer's name and contact information	Type of position applied for	Comments	Length of activity <i>(15 min, 1 hour, etc.)</i>	Travel Time <i>(does not include to and from home)</i>	Number of hours case manager has approved***

Verified by Reach Up Case Manager

Total Case Manager Approved Hours: _____
--

Travel time in between job site locations can be included in the Length of Activity. Travel time to and from home is not countable.
 If hours approved by the Case Manager differ from hours entered by participant, Case Manager should enter case note to explain.