



Monthly Attendance Forms: Instructions

For your convenience, the following are detailed notes on how to complete and fill out your Monthly Attendance Forms- please review these notes thoroughly. Should you have any additional questions regarding how to complete these forms, please do not hesitate to contact the CRC CalWORKs Office at (916) 691-7465. Thank you.

Your county caseworker mails out Monthly Attendance forms to you each month, and they are due at the county on the tenth of every month. Once you have received it in the mail, please:

Come into the Student Support Center to pick up your Class Enrollment Report
Using your Class Enrollment Report, follow the directions below to fill out your hours for school
Once you have filled out the form, submit this to our office for verification
Pick up the form the next day from our office, and turn it in to your caseworker

How to Fill Out the Monthly Attendance Form: General Rules

	Monthly Attendance/Progress Report 8 Supportive Services Request Worker Name/Code: **Transport Report Repo	1.)	Make sure that your name is on the form (if not already designated).
1	Wester-to-Work is California's employment program designed to all your inspect for Your alob. In order for Sagard and Your Name progress in your activation and the sagard	2.	Make sure that your Caseworker's Name is on the form, (if not already designated).
	Supportive Services When you complete the activity boxes below and return to your worker by the due date, you may continue receiving your supportive service payments in advance. Welfare-to-Work will pay for supportive services if you need them to participate in assigned activities and the rules allow for them. Let your Caseworker know of any changes in your need for supportive services. 1. Did you receive money from the county this month for transportation?	3.	When filling out the form, be sure to enter your school hours on the front side of the form, in the box for Activity Type 1. (All other work-related activity hours will go in the Activity Boxes on the back of your form.)
	Paid Work Activities You must provide information, such as pay stubs, to show your activity hours. When this information allows us to determine the actual hours of participation, you will not need a signature in the Activity Box for the activity. Unpaid Work Activities You must provide information, such as this Monthly Attendance/Progress Report, to show your activity hours. This report may be maintained by you and signed by your Activity Supervisor or the person verifying your hours of participation. Activity Activity For each activity. Enter your activity and the hours for each day, you participated in that activity. For each pay once, activity Supervisor DNLLY your hours in the first Activity Box).	4.	Note that there is a line for where you will enter the hours for the time that you are in class, and a line for study hours.
	The Activity Provider's the name of the specific site where you do your activity. Some examples would be Safeway, American River college, SETA, or the Department of Human Assistance for Job Club. Activity Boxes - Participation Progress Reporting Activity Activity Start End Teacher/	√ <u>/</u> I. ¸	
	Type 1 Provider Date Date Supervisor 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Hours Attended	Δ,Γ	ine for Hours that you are In-Class
	Study Hours () Participant's telephone number Print name of person verifying hours/enrollment	`L i	ne for Study Hours
	Signalub (person verifying hours/enrollment Telephone # of person verifying hours/enrollment SC 246.96 (1/2009)		

Monthly Attendance Form

How to Fill Out the Monthly Attendance Form: General Rules

When filling out the information in the Activity Box, be sure to enter the following

• Activity Type 1: **School**

Activity Provider: <u>CRC</u>

Start Date: 1st of the month (ex: 10/1)

• End Date: Last date of the month (ex: 10/31)

Name of Teacher/Supervisor: <u>Leave blank</u>

• Participant's Telephone Number: Enter your telephone

number

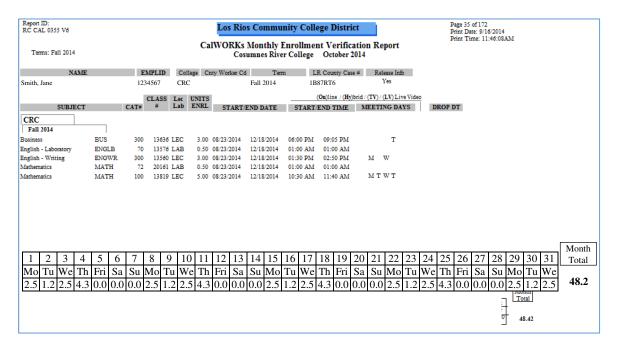
Leave other fields blank

Example:

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Signature of CRC CalWORKs Staff													F	Phone Number for CRC CalWORKs Staff																		
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To fill out your Monthly Attendance Form for your school hours, you will need to come into the Student Support Center to pick up your Class Enrollment Report for the month. An example of this report is below.

Class Enrollment Report, Example:

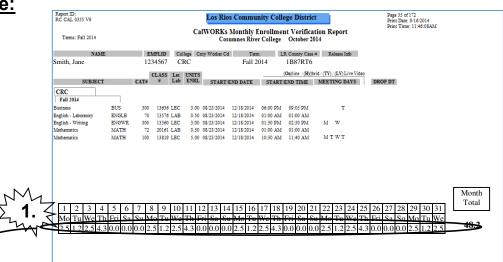


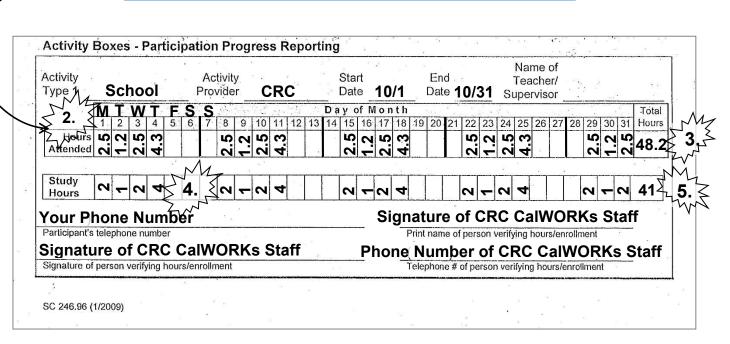
Monthly Attendance Form

How to Fill Out the Monthly Attendance Form: General Rules

- 1. Using the Class Enrollment Report (which you will pick up from our office each month), copy the amount of hours that you were in class each day and enter this in the "Hours Attended" Line on your Monthly Attendance Form.
- 2. Enter the total hours that you were in class for each day in the "Hours Attended" Line.
- 3. Enter the total hours that you are in class for the **entire month** in the Total Hours Box, on the right hand side.
- 4. For each hour that you are in class, you also get an hour of study time (excluding the hours that you are in Math and English labs). Therefore, if you were in class 1.5 hours, you would receive 1 hour of study time, and if you were in class for 2 hours, you would receive 2 hours of study time. Enter the study hours for each day in the "Study Hours" Line. **Note: Your "Study Hours" may never exceed your "Hours Attended".
- 5. Enter the total hours for your study hours for the **entire month** in the Total Hours Box, on the right hand side.

Example:





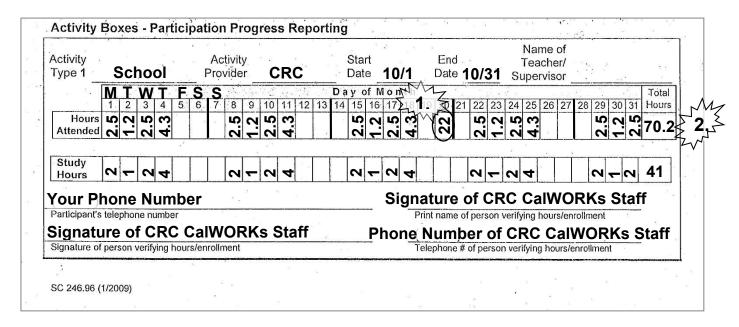
Monthly Attendance Form

How to Fill Out the Monthly Attendance Form: Math and English Labs

If you are enrolled in math or English labs, you must obtain a printout from the computer lab that lists your hours for the entire month for which you are reporting your hours, and attach this to your monthly attendance form, along with the copy of your Class Enrollment Report.

- 1. When entering hours for Math and English labs, enter the total number of hours that you were in lab for the month on a day that you did not have a class (like a Sunday), and be sure to make a note that these are your lab hours.
 - Enter the lab hours in the "Hours Attended" area, not the "Study Hours" area. **Note:
 Because lab hours for Math and English labs are considered study time in themselves, you do not get study hours as well for the hours that you are in lab.
 - Round your hours to the nearest whole number or to .5 (Ex: Lab Hours= 21 hours and 52 minutes ≈ 22 hours)
- 2. Enter the total hours that you were in class **and** Math/English labs for the **entire month** in the Total Hours Box, on the right hand side.
 - Your "Study Hours" may never exceed your "Hours Attended".

Example:



How to Fill Out the Monthly Attendance Form: Online Courses

You **should** receive hourly credit for online courses. If you are enrolled in an online course, there will be an extra sticker on your Class Enrollment Report with instructions on how to include these hours on your Monthly Attendance Form.

Important Note!

Any time you drop off a form at the Human Assistance Office, obtain a receipt as proof that you submitted the form