

## MONTHLY VARIABLE SCHEDULE CALENDAR

**Any participant who does not have a fixed or set work/school/training schedule must complete the variable schedule calendar on the back, on a monthly basis.**

**FORMS WITH WHITE OUT WILL NOT BE ACCEPTED!**

### Instructions

1. Please complete one calendar for each activity (Employment, School, Community Services, or other approved Welfare-to-Work activity) that you participate in, if the hours/days vary week to week.
2. Please use blue or black ink to complete this form.
3. Write in the month and year this calendar is for.
4. Please write down the time you started your activity and the time you finished your activity each day (include a.m. or p.m.).
5. Travel time exceeding one hour per day must have an explanation in the comments section.
6. Print, sign your name, and date this calendar.
7. Have the person in charge of your activity (i.e., employer, instructor, counselor) print, sign their name, and date this calendar.
8. Submit this calendar to the **MEXICAN AMERICAN OPPORTUNITY FOUNDATION** in order to process your Provider's Payment Request(s) by the end of the month or after your activity is completed. Provider Payment Request(s) missing the Monthly Variable Schedule Calendar will **NOT** be processed and may delay your provider's payment.

### **TO BE COMPLETED BY PARTICIPANT**

Name (Print): \_\_\_\_\_ Case #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **TO BE COMPLETED BY EMPLOYER/INSTRUCTOR/COUNSELOR**

By signing this form you are confirming the participant's time in/time out only, as indicated on the back of this form.

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **EXAMPLE:**

| DAY           | TIME IN (FROM)   | TIME OUT (TO)     | TRAVEL TIME NEEDED (PER DAY) | COMMENTS |
|---------------|------------------|-------------------|------------------------------|----------|
| <b>WEEK 1</b> |                  |                   |                              |          |
| Sunday        | 8 <u>am</u> / pm | 5 am / <u>pm</u>  | 1 hour                       |          |
| Monday        | am / pm          | am / pm           |                              |          |
| Tuesday       | 1 am / <u>pm</u> | 10 am / <u>pm</u> | 1 hour                       |          |
| Wednesday     | 4 am / <u>pm</u> | 8 am / <u>pm</u>  | 1 hour                       |          |
| Thursday      | am / pm          | am / pm           |                              |          |
| Friday        | am / pm          | am / pm           |                              |          |
| Saturday      | am / pm          | am / pm           |                              |          |

**MONTHLY VARIABLE SCHEDULE CALENDAR**
**MONTH/YEAR:**

| DAY           | TIME IN<br>(FROM) | TIME OUT<br>(TO) | TRAVEL TIME NEEDED<br>(PER DAY) | COMMENTS |
|---------------|-------------------|------------------|---------------------------------|----------|
| <b>WEEK 1</b> |                   |                  |                                 |          |
| Sunday        | am / pm           | am / pm          |                                 |          |
| Monday        | am / pm           | am / pm          |                                 |          |
| Tuesday       | am / pm           | am / pm          |                                 |          |
| Wednesday     | am / pm           | am / pm          |                                 |          |
| Thursday      | am / pm           | am / pm          |                                 |          |
| Friday        | am / pm           | am / pm          |                                 |          |
| Saturday      | am / pm           | am / pm          |                                 |          |
| <b>WEEK 2</b> |                   |                  |                                 |          |
| Sunday        | am / pm           | am / pm          |                                 |          |
| Monday        | am / pm           | am / pm          |                                 |          |
| Tuesday       | am / pm           | am / pm          |                                 |          |
| Wednesday     | am / pm           | am / pm          |                                 |          |
| Thursday      | am / pm           | am / pm          |                                 |          |
| Friday        | am / pm           | am / pm          |                                 |          |
| Saturday      | am / pm           | am / pm          |                                 |          |
| <b>WEEK 3</b> |                   |                  |                                 |          |
| Sunday        | am / pm           | am / pm          |                                 |          |
| Monday        | am / pm           | am / pm          |                                 |          |
| Tuesday       | am / pm           | am / pm          |                                 |          |
| Wednesday     | am / pm           | am / pm          |                                 |          |
| Thursday      | am / pm           | am / pm          |                                 |          |
| Friday        | am / pm           | am / pm          |                                 |          |
| Saturday      | am / pm           | am / pm          |                                 |          |
| <b>WEEK 4</b> |                   |                  |                                 |          |
| Sunday        | am / pm           | am / pm          |                                 |          |
| Monday        | am / pm           | am / pm          |                                 |          |
| Tuesday       | am / pm           | am / pm          |                                 |          |
| Wednesday     | am / pm           | am / pm          |                                 |          |
| Thursday      | am / pm           | am / pm          |                                 |          |
| Friday        | am / pm           | am / pm          |                                 |          |
| Saturday      | am / pm           | am / pm          |                                 |          |
| <b>WEEK 5</b> |                   |                  |                                 |          |
| Sunday        | am / pm           | am / pm          |                                 |          |
| Monday        | am / pm           | am / pm          |                                 |          |
| Tuesday       | am / pm           | am / pm          |                                 |          |
| Wednesday     | am / pm           | am / pm          |                                 |          |
| Thursday      | am / pm           | am / pm          |                                 |          |
| Friday        | am / pm           | am / pm          |                                 |          |
| Saturday      | am / pm           | am / pm          |                                 |          |
| <b>WEEK 6</b> |                   |                  |                                 |          |
| Sunday        | am / pm           | am / pm          |                                 |          |
| Monday        | am / pm           | am / pm          |                                 |          |
| Tuesday       | am / pm           | am / pm          |                                 |          |
| Wednesday     | am / pm           | am / pm          |                                 |          |
| Thursday      | am / pm           | am / pm          |                                 |          |
| Friday        | am / pm           | am / pm          |                                 |          |