

You can turn in your form in person, by mail, fax, email (including taking a photo of your form) or report by verbally by phone. FARF



Activity Report Form

NEA 111 W Jackson St, 2nd Fl Wisconsin Rapids WI 54495 **Due Date:**

Customer		PIN		Case		Next Meeting	@
Activity 1:	Wkly Hrs	Activity 2:	Wkly Hrs:	Worker		Things to do by next appointment	
Activity 3:	Wkly Hrs:	Hours Needed for the Month*		Done			
		<input type="checkbox"/> 80 hours, non-Workfare <input type="checkbox"/> Workfare		Needed			

If you have a work requirement and are doing Workfare to meet your hours, your other volunteer hours do not count towards your requirement.

Track non-job contact hours here such as Job Club, GED Classes, online job search time looking for jobs but did not apply for jobs, etc.

Date	Start Time	End Time	Total Time	Miles Traveled	Activity Description	For Office use Only	
6/1	8am	9am	1 hr	5	Attended re-employment workshop at job center. (sample)	Completed Hours	
						Activity 1	
						Activity 2	
						Activity 3	
						Total Hours	
						Mileage Reimbursement	
						Total Miles	
						x rate	
						Total	\$

Job Contacts			Employer Information	Type of Contact	Contact Results
Date:	Total Time	Total Miles	Employer Name & Location	<input checked="" type="checkbox"/> Application/Resume <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Internet/email <input type="checkbox"/> Phone <i>Told they will be scheduling interviews next week. (Sample)</i>
6/1	30min	12	Acme Industries, Marshfield	<input type="checkbox"/> Application/Resume <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up	
Date:	Total Time	Total Miles	Employer Name/City	<input type="checkbox"/> Application/Resume <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up	
				<input type="checkbox"/> In-Person <input type="checkbox"/> Internet/email <input type="checkbox"/> Phone	
Date:	Total Time	Total Miles	Employer Name/City	<input type="checkbox"/> Application/Resume <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up	
				<input type="checkbox"/> In-Person <input type="checkbox"/> Internet/email <input type="checkbox"/> Phone	

By submitting this form to the FSET agency, I (the named customer above) am confirming everything I reported is true and correct.

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