

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 & Supportive Services Request

Worker Name/Code: _____
Telephone: _____

1. Your Name

Welfare-to-Work is California's employment program designed to help unemployed workers find a job. In order for Sacramento County to track your progress in your activities and follow the program requirements, we need to know your **1. Your Name**.

Please use this form to report your activity hours for the month of _____ and report _____.

2. Your Caseworker's Name

If you have questions or need help with this form call your Caseworker. Other forms meeting our information needs will be accepted.

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? Yes No
If "No", do you need help with your transportation costs? Yes No

2. Is Sacramento County/Child Action already paying for your childcare? Yes No
If "No", do you need help paying for your childcare? Yes No

3. Do you need other supportive services, such as a uniform, work boots, or schoolbooks? Please tell us what you need. Yes No

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 Boxes - Attendance

Complete one Activity Box for each activity. Enter your activity and the hours for each day you participated in that activity. For example, Work, Job Club, Child Care, etc. (Enter only hours in the first Activity Box).

3. School Hours ONLY

Activity

The Activity Provider is 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 Type 1	Activity Provider	Start Date	End Date	Name of Teacher/Supervisor	Day of Month																															Total Hours
					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																																				
Study Hours																																				

Participant's telephone number _____ Print name of person verifying hours/enrollment _____
Signature of person verifying hours/enrollment _____ Telephone # of person verifying hours/enrollment _____

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1. Make sure that your name is on the form (if not already designated).
2. Make sure that your Caseworker's Name is on the form, (if not already designated).
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.)
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.

Line for Hours that you are In-Class

Line for Study Hours

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: **CRC**
- Start Date: **1st of the month (ex: 10/1)**
- End Date: **Last date of the month (ex: 10/31)**
- Name of Teacher/Supervisor: **Leave blank**
- Participant's Telephone Number: **Enter your telephone number**
- **Leave other fields blank**

Example:

Activity Boxes - Participation Progress Reporting

Activity Type 1	School	Activity Provider	CRC	Start Date	10/1	End Date	10/31	Name of Teacher/Supervisor	
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	Day of Month																															Total Hours	
Hours Attended	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		
Study Hours																																	

Your Phone Number

Participant's telephone number

Signature of CRC CalWORKs Staff

Signature of person verifying hours/enrollment

Signature of CRC CalWORKs Staff

Print name of person verifying hours/enrollment

Phone Number for CRC CalWORKs Staff

Telephone # of person verifying hours/enrollment

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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:

Report ID: RC CAL 0355 V6		Los Rios Community College District					Page 35 of 172 Print Date: 9/16/2014 Print Time: 11:46:08AM	
CalWORKs Monthly Enrollment Verification Report								
Cosumnes River College October 2014								
Terms: Fall 2014								
NAME	EMPLID	College	City Worker Cd	Term	LR County Case #	Release Info		
Smith, Jane	1234567	CRC		Fall 2014	1B87RT6	Yes		
SUBJECT	CAT#	CLASS #	Lec Lab	UNITS ENRL	START/END DATE	START/END TIME	MEETING DAYS	DROPT
CRC								
Fall 2014								
Business	BUS	300	13636 LEC	3.00	08/23/2014	12/18/2014	06:00 PM 09:05 PM	T
English - Laboratory	ENGLB	70	13576 LAB	0.50	08/23/2014	12/18/2014	01:00 AM 01:00 AM	
English - Writing	ENGWR	300	13560 LEC	3.00	08/23/2014	12/18/2014	01:30 PM 02:50 PM	M W
Mathematics	MATH	72	20161 LAB	0.50	08/23/2014	12/18/2014	01:00 AM 01:00 AM	
Mathematics	MATH	100	13819 LEC	5.00	08/23/2014	12/18/2014	10:30 AM 11:40 AM	M T W T

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	Month Total
Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	
2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	48.2
																															Total
																															48.42

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:

Report ID: RC CAL 0355 V6 Page 25 of 172
Print Date: 9/16/2014
Print Time: 11:46:08AM

Los Rios Community College District
CalWORKs Monthly Enrollment Verification Report
Cosumnes River College October 2014

Term: Fall 2014

NAME	EMPLID	College	Core Worker Cd	Term	L.R. Country	Class #	Release Info
Smith, Jane	1234567	CRC		Fall 2014	1B87KT6		

SUBJECT	CAT#	CLASS #	Lec Lab	UNITS ENRL	START/END DATE	START/END TIME	MEETING DAYS	DROP DT
CRC								
Business	BUS	300	13636 LEC	3.00	08/23/2014	12/18/2014 06:00 PM - 09:05 PM	T	
English - Laboratory	ENGLB	70	13576 LAB	0.50	08/23/2014	12/18/2014 01:00 AM - 01:00 AM		
English - Writing	ENGLWR	300	13566 LEC	3.00	08/23/2014	12/18/2014 01:30 PM - 02:30 PM	M W	
Mathematics	MATH	72	20161 LAB	0.50	08/23/2014	12/18/2014 01:00 AM - 01:00 AM		
Mathematics	MATH	100	13819 LEC	5.00	08/23/2014	12/18/2014 10:30 AM - 11:40 AM	M T W T	

	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	Month Total
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We		48.2

Activity Boxes - Participation Progress Reporting

Activity Type	School	Activity Provider	CRC	Start Date	10/1	End Date	10/31	Name of Teacher/Supervisor																									
2.	M T W T F S S	Day of Month						Total Hours																									
Hours Attended	2.5	1.2	2.5	4.3				2.5	1.2	2.5	4.3																						48.2
Study Hours	2	1	2	4				2	1	2	4																						41
Your Phone Number				Signature of CRC CalWORKs Staff																													
Participant's telephone number				Print name of person verifying hours/enrollment																													
Signature of CRC CalWORKs Staff				Phone Number of CRC CalWORKs Staff																													
Signature of person verifying hours/enrollment				Telephone # of person verifying hours/enrollment																													

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:

Activity Boxes - Participation Progress Reporting

Activity Type 1	School	Activity Provider	CRC	Start Date	10/1	End Date	10/31	Name of Teacher/Supervisor																	
	M T W T F S S	Day of Month														Total Hours									
Hours Attended	2.5	1.2	2.5	4.3				2.5	1.2	2.5	4.3				2.5	1.2	2.5	4.3				2.5	1.2	2.5	70.2
Study Hours	2	1	2	4				2	1	2	4				2	1	2	4				2	1	2	41

Your Phone Number _____ **Signature of CRC CalWORKs Staff** _____
Participant's telephone number Print name of person verifying hours/enrollment

Signature of CRC CalWORKs Staff _____ **Phone Number of CRC CalWORKs Staff** _____
Signature of person verifying hours/enrollment Telephone # of person verifying hours/enrollment

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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