

**Job Success
Week 1 Time Sheet**

Participant Name:

Participant's Case Number:

Start Date:

Week 1 hours of participation, total:

Question 1: Was the participant on time each day? Yes No

Question 1a: If no to the above question, check off the days the participant was late:

Monday Tuesday Wednesday Thursday Friday

Question 1b: Was good cause for being late received from the program participant?

Yes No

Detail documentation received or explanation for no documentation:

Question 2: If the participant was absent, was good cause received? Yes No

Documentation explanation?

Question 3: Was the Career Specialist notified of any problems, including tardiness and days missed? Yes No

Question 3a: What day(s) was the Career Specialist notified of any issues?

Question 3b: Was a Case Note entered in OSST? Yes No

I verify that all of this information has been documented and included in the attendance book. Hour of participation are documented as stated in the Regional Workforce Board's Local Operating Procedure. I understand that falsifying information, including hours of participation, is a form of fraud. I understand that falsifying hours of participation could lead to penalties, including immediately losing my job. The hours completed in class are documented in my attendance book and will be retained by the RWB by quarter.