

Monthly WIOA Job Search Activity Record

Name:

Case Number:

If you want to keep getting Supplemental Nutrition Assistance Program (SNAP) benefits, you must:

- Spend at least 80 hours each month looking for work or participating in certain approved job search activities.

AND

- Submit proof each month of your job search efforts.

Use the forms on the next pages to keep track of your progress. Sign and date the completed forms. Then return the forms to (Name) no later than (Date).

Here are some examples of things you can record in this form to reach the required 80 hours per month. This is not a complete list.

- Looking for a job
- Researching available jobs
- Completing and submitting job applications (online or in person)
- Preparing for or participating in job interviews
- Attending job search workshops or working with a job placement specialist

Use any of the links below to find job openings:

<https://jobzone.labor.ny.gov>

<https://myjobsny.usnlx.com/jobs/>

Talk to a district worker if you need help using these websites or with other job search activities.

You may submit your documentation through:

- The App NYDocSubmit
- Email. JeffABAWD@dfa.state.ny.us
- Drop them off at DSS or The Workplace

