

**Colorado Works Program  
Work Activity Tracking Sheet**

**Adams County**

**Time Period (month / year):** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Telephone:** \_\_\_\_\_

**Date Due:** *By the 5<sup>th</sup> of the following month.* \_\_\_\_\_

**Case Number:** \_\_\_\_\_

Please provide all of the information requested below and return this form to your caseworker at the following location by the date specified.

**Case Manager Name:** \_\_\_\_\_

**Case Manager Email:** @adco.gov.org \_\_\_\_\_

**Case Manager Fax Number:** 720-523-2501 \_\_\_\_\_

**Case Manager Phone Number:** 720-523- \_\_\_\_\_

Please enter the total number of hours you participated in all work activities outlined under "work activity" for the reporting month. **Hours reported here should not include time for transportation to and from the work activity site.** Transportation time can only be counted if it was a part of a work activity, such as traveling as a part of paid or unpaid work (delivery driver) or the time between job contacts/interviews. Also, homework time reported here will only be allowed for 1 hour for every classroom hour scheduled. Other homework time can be included only if it is supervised. Do not enter any hours for holidays or excused absences.

**Attendance Record**

Work Activity	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

**I hereby certify that the hours recorded are true and correctly reported.**

**Participant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Primary Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

"Primary Supervisor" is the person responsible for supervision of work activity that yields the most hours in the month. Secondary Supervisors shall initial next to the work activity(s) they supervise in the month or provide supplemental documentation to this form regarding hours in specific work activities

**WORK ACTIVITIES**

Activity	What counts?	Verification Needed	Activity	What counts?	Verification Needed
Job Searching	Applying for work, Interviews, Working on resume (max. 6 weeks/year)	Job Search Logs	Employment	Paid work (part-time, full-time, temporary, self-employment, work study)	Employment verification (1 time) Paystubs or Self-Employment ledgers
Community Service	Volunteering at a non-profit agency or event	Signature of supervisor	Vocational Education	Attending school/training past high school (max. 365 days in a lifetime)	Class Schedule (each semester) Attendance records or signatures of teachers
Volunteering CWEP/AWEP	Volunteering on a regular basis for an agency or business.	Signed Agreement from worksite (1 time) Signature of Supervisor	Classes at AWFTS	Attending any classes offered by our agency	Nothing – Attendance is tracked for you

**Excused absences will be granted on a case-by-case bases considering barriers presented through documentation. Maximum of 16 hours per month, up to 80 hours per year.**