

### Recording My Job Search Effort

Name:

Client Identification Number:

You should use this form to record your effort looking for a job so you can document that you have met the requirement to work, look for work or participate in certain approved programs for 80 hours a month so you remain eligible for Supplemental Nutrition Assistance Program (SNAP) benefits. You should include all time spent looking for work including activities such as researching available jobs (online, newspaper, other), completing and submitting job applications (online or at employer), preparing for interviews, participating in an interview, participating in a job search workshop or working with a job placement specialist. Each month you should use [www.jobzone.ny.gov](http://www.jobzone.ny.gov) or <http://newyork.us.jobs> to locate job openings and ask a district worker if you need help.

You must submit proof each month of your job search efforts.

Please return this document to \_\_\_\_\_ no later than \_\_\_\_\_ .

Please sign and date the form below.

Date	Activities Completed	Employers Contacted	Total Time Spent During Day (minutes or hours)

I participated in the job search related activities for the amount of time listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_