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

no later than .

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.

If you live in a participating district in New York, you can submit your completed job search record by using NYDocSubmit. To learn more and find out if your district participates, visit NYDocSubmit.

Date	Activities Completed (job search, job interview, completed application, etc.)	Employers Contacted	Total time spent on each job search and/or approved activity (minutes or hours)

Date	Activities Completed (job search, job interview, completed application, etc.)	Employers Contacted	Total time spent on each job search and/or approved activity (minutes or hours)

By typing my name below, I	I certify that this is an acc	curate list of all job sea	rch activities
I participated in and the am	ount of time I spent on e	each one.	

Signature:

Date: