

## 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 form on the next page to keep track of your progress. Sign and date the completed form. Then return the form 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

To find job openings, use <https://jobzone.labor.ny.gov> or

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

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



**JobZone**

Scan to find jobs that match your skills

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



**New York State Job Bank**

Scan to search and apply for job openings

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

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 <https://otda.ny.gov/programs/nydocsubmit>.



