

**BEACON NOTICE
ENGLISH SAMPLE**

DTA DPC – PO Box 4406
Taunton, MA 02780-0420

Massachusetts Department of Transitional Assistance

Dennis Truman
1 Pleasant St.
Framingham, MA 01701

Agency ID: 9999999

02/01/2015

Participation and Attendance Record for Employment Ready Activities

Dear Dennis Truman:

You must fill out the enclosed form and return it by 02/11/2015. This form will track your hours of participation from 01/01/2015 to 01/31/2015.

If you do not return this form or tell us about any good cause reason you **may** have for not meeting the requirement **by 02/11/2015**, we will send you a notice. The notice will tell you if your benefits are going to be lowered or stopped. That notice will also give you a right to appeal.

If you do not meet your hourly requirement, your benefits may be lowered or your family's benefits stopped.

If you feel you have good cause for not meeting your requirement, circle the good cause reason(s) below and mail this notice to: DTA Document Processing Center, PO Box 4406 Taunton, MA 02780-0420 or Fax it: 617-887-8765 by 02/11/2015. Good cause includes (circle one or more):

- lack of child care;
- lack of transportation;
- disability or illness (your own or someone you take care of);
- a family emergency; and
- other reasons we may approve.

You **MUST** provide verification of good cause when you return this notice to us.

Questions? Please call your case manager John Smith at 617-999-9999 if you have any questions about your requirement, you need help in how to meet your requirement or in claiming good cause.

ESP-7B

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6/17/15

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DTA DPC – PO Box 4406
Taunton, MA 02780-0420

Dennis Truman
1 Pleasant St.
Framingham, MA 01701

Agency ID: 9999999

02/01/2015

Participation and Attendance Record for Employment Ready Activities

Dear Dennis Truman:

You are an Employment Ready (job search) participant. This form is used to track your participation at ABC Company and for job search activities. You must do any on-line job search using JobQuest. Visit <https://web.detma.org/jobQuest/Default.aspx> or your local One-Stop Career Center for information on how to set up and use a JobQuest account.

Use this form to track your activities and the number of hours spent. If you have not met your required hours and believe you had a good cause reason, you must send proof with this form. If you have questions about good cause reasons or verifications, please call your case manager John Smith at 617-999-9999.

Complete this form yourself if you are conducting self-directed job search activities. If you are doing another activity at an agency or a school, give this form to the appropriate agency/school staff person to complete and sign. You must return the signed form to:

**DTA Document Processing Center
PO Box 4406
Taunton, MA 02780-0420
or
Fax: 617-887-8765**

by **02/11/2015**. If you have any questions please call the DTA Assistance Line right away.

PLEASE COMPLETE YOUR TIME AND ATTENDANCE ON THE NEXT PAGE OF THIS FORM.

Need help because of disability?

If you have trouble doing something we asked you to do because of a physical or mental health problem:

- Call a **Client Assistance Coordinator** for help. Call 1-877-382-2363 and ask to speak to a Client Assistance Coordinator.
- We may be able to give you extra help, or adjust a rule. This is called an **accommodation**. Talk to a Client Assistance Coordinator.

BEACON NOTICE
LANGUAGE WITH SAMPLE TEXT – Reverse page - (ENGLISH)

Dennis Truman
 1 Pleasant St.
 Framingham, MA 01701

Agency ID: 9999999
 02/01/2015

Participation and Attendance Record for Employment Ready Activities

Fill out the Employment Ready log below listing the date, the activity completed, the time spent, and the location where the activity was completed. List EVERY contact you make with employers. Also list contacts with employment agencies or other job search specialists as well as any online activity.

You must list job search activities which must total {20/30} hours of effort each week. This may include travel time between job search activities. If you cannot list all of your activities on this form, please attach another piece of paper with the information. Use this sample as a guide.

Date	Activity	Time Spent*	Location	Name of Job Contact	Job Contact Phone Number
7/08	Completed Job Application	3 hrs	Online application through JobQuest for Staples in Dorchester and Somerville	n/a	n/a
7/09	Interviewed for Job	2 hrs	DTA, Washington St. Boston	Mary Smith	555-555-5555
7/10	Career Center Job Fair	3 hrs	Career Link, 1010 Harrison Avenue, Boston, MA	John Smith	555-555-5555
7/10	Resume builder	2 hrs	Online through JobQuest	n/a	n/a
Date	Activity	Time Spent*	Location	Name of Job Contact	Job Contact Phone Number

Date	Activity	Time Spent*	Location	Name of Job Contact	Job Contact Phone Number

For the dates on this form, I need/continue to need:

- Child care
- Transportation

I certify under penalties of perjury that my participation record as shown on this page is correct and complete.

_____/_____/_____
Client Signature Date

Important: The following section must be completed for verification for all activities except self-directed job search.

This participation record as shown on this page is correct and complete to the best of my knowledge.

_____/_____/_____
Agency/School Staff Person Signature Date

Printed Name of Agency/School Staff Person

Phone Number of Agency/School Staff Person