

LANGUAGE WITH SAMPLE TEXT (ENGLISH)

DTA DPC - PO BOX 4406
Taunton, MA 02780-0420

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Foxborough, MA 02035

Agency ID: 1111111

04/04/2016

Initial Job Search Ongoing

Mary Jones:

Mary Jones is subject to the TAFDC Initial Job Search requirement. Mary Jones must fill out the enclosed form and return it by 04-14-2016. This form will document TAFDC Initial Job Search participation. Mary Jones must participate in 3 job search activities. See the next page for a list of job search activities.

If Mary Jones does not meet the job search requirement, Mary Jones may not be eligible for TAFDC benefits.

Good Cause?

If you feel you have good cause for not meeting this requirement, check off the good cause reason(s) below and mail this form to: DTA P.O. Box 4406, Taunton MA 02780-0420 or Fax it to: 617-887-8765 by 04/14/2016. Good cause includes (check 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.

Verification of good cause MUST be provided when you return this form to us.

If this form is not returned **by 04/14/2016** to show participation or a good cause reason, we will send a separate notice telling you about your TAFDC benefits. That notice will give you a right to appeal.

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What job search activities count?

Job search activities include:

- job applications
- attending a job interview
- job inquiries to possible employers
- attending a career fair
- activities conducted through a One-Stop Career Center, such as registering for services, attending a workshop, writing a resume or doing a practice interview.

The One-Stop Career Center nearest you is found at: <http://www.mass.gov/lwd/employment-services/career-services/career-center-services/>

You must fill in your activities on the job search log.

Questions? Please call Mary Smith at 508-999-9999 if you have any questions or need help meeting your job search requirement or are claiming good cause.

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 your **Client Assistance Coordinator** for help. **You can get the Coordinator's phone number by calling 1-877-382-2363 or your DTA office.**
- We may be able to give you extra help, or adjust a rule. This is called an **accommodation**. Talk to your case manager or Client Assistance Coordinator.

Give this form to DTA

- By mail: DTA Document Processing Center, P.O. Box 4406, Taunton, MA 02780-0420
- By fax: (617) 887-8765
- In person at your local DTA office.

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Job Search Log Ongoing

You are required to do Initial Job Search. This means you must participate in 3 job search activities.

Job search activities include:

- job applications,
- job interviews,
- attending a career fair, or
- other job search activities conducted through your local One-Stop Career Center.

Ask your case manager for the One-Stop Career Center nearest you.

You must return this form signed, which shows your job search activities, to:

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

by **04/14/2016**. If you have any questions please call DTA right away.

PLEASE COMPLETE YOUR ACTIVITIES ON THE NEXT PAGE OF THIS FORM.

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Job Search Log Ongoing

Fill out this log for each activity. You must list 3 job search activities. Use the sample as a guide. If you need help, call the Full Engagement Worker, Mary Smith, at 508-999-9999.

Date	Activity	Location	Contact	Phone Number
7/8	Completed Job Application	Online application through JobQuest for Staples in Dorchester and Somerville	n/a	n/a
7/9	Application at Career Fair	DTA, Washington St. Boston	FEW	555-555-5555
7/9	Interviewed for Job	Target, South Bay	Mary Smith	555-555-5555

Date	Activity	Location	Contact	Phone Number

Have you been hired? Circle: YES NO

If you have not been hired, why? Check all that you believe may apply:

- No local jobs for which you are qualified
- Not selected for job
- Refused job offer
- Child care issues
- Transportation issues
- Family emergency
- Homelessness
- Physical/disability
- Mental health issue/disability
- Learning Disability
- Substance Abuse issues
- Caring for a disabled household member
- Domestic Violence
- CORI/legal issues
- Limited English skills
- Limited literacy/math skills
- Lack of skills and training
- Lack of work experience

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Complete the section below if you have found a job:

Name of Employer _____

Employer Telephone Number _____

FEIN # if known _____

Address of Employer _____

Start Date __/__/__

Job Title _____ Weekly Hours _____

Hourly Wage _____ Permanent Job: Circle YES NO

Health Insurance Offered: Circle YES NO

I certify under penalties of perjury that this information is correct and complete.

Signature of Client

__/__/__
Date