

Reach Up Job Search Log

Participant _____ Weekly hours required _____ Week ending _____

SSN _____ Employment goal _____

Date of activity (mm/dd/yy)	Activity type (examples: resume preparation, in person or phone interviews, on-line search, completing applications, discussion with someone in this field, etc.)	Business or employer's name and contact information	Type of position applied for	Comments	Length of activity (15 min, 1 hour, etc.)	Travel Time (does not include to and from home)	Number of hours case manager has approved ***

Participant's signature _____	Signature of Case Manager _____	<div style="border: 1px solid black; width: 100%; height: 100%; margin: 0 auto;"> Received Date Stamp </div>
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Total Case Manager Approved Hours: _____

***If hours approved by the Case Manager differ from hours entered by participant, Case Manager should enter case note to explain.