Monthly Activity Sheet

Name	*Date*
Caseworker	*Mandatory* ☐ *Voluntary* ☐

In order to maintain eligibility for Ontario Works, you must be actively looking for work or better paying work or participating in an approved activity that will improve your opportunities to obtain and keep employment, unless you request and have approval to be deferred from participation. It is necessary to keep track of your activities on this Monthly Activity Sheet and **submit** it to your Caseworker **on** the **16th of each month,** with your income reporting card. If you are in school, attending a training program, meeting with an employment counselor, volunteering or participating in an approved activity other that job searching, please record your actions on this side. If you are job searching only, please use the reverse side.

Participation Requirements:

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*

Correspondence Studies

Course: _____

Current lesson: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Hours of study completed: _____ **# of lessons completed:** _____**Attached cover sheet:** yes ☐ no ☐

Job Search Efforts

Various job contacts/efforts may include: personal contact with employers, signing on with a temporary agency, follow up phone calls, sending resumes, job applications, phone contacts, newspaper, interviews, resource centre job banks, internet searching etc.

Date	Employer	Action / Effort

I declare that the information contained in this form is accurate and I understand that periodic confirmation may be obtained from employers and instructors by my Ontario Works Caseworker.

Client Signature: _____ *Date:* _____