SNAP Education/School Verification Time Sheet

(Vocational Training, GED/HS, ESOL)

_____ _____

Participant Name (Please print legibly) Case #

_____ _____

Training Program/Course Education/School name, location of site

Month: _____

Hours worked 1st half of the month:

1st: _____	5th: _____	9th: _____	13th: _____
2nd: _____	6th: _____	10th: _____	14th: _____
3rd: _____	7th: _____	11th: _____	15th: _____
4th: _____	8th: _____	12th: _____	

Total hours worked 1st through the 15th of the month: _____

Hours worked 2nd half of the month:

16th: _____	20th: _____	24th : _____	28th: _____
17th: _____	21th: _____	25th: _____	29th: _____
18th: _____	22nd: _____	26th: _____	30th: _____
19th: _____	23rd: _____	27th: _____	31st: _____

Total hours worked 16th through the 30th/31st of the month: _____

******Hours are due by the last day of each month. Time sheets can be mailed, emailed, or bringing them to the office and scan them to the SNAP folder******

To be completed by a School Official:

I certify that the above information is correct.

School Official Signature: _____ Date: _____

School Officials Name (Print): _____

School Officials Title: _____ Telephone Number: _____

Comments: _____

_____

***PRIVACY ACT STATEMENT**: Pursuant to 42 U.S.C. 1320b-7 (a) (1) (Social Security Act) and 7 C.F.R. 273.6, disclosure of your social security number is **mandatory**. Social security numbers will be used by the Agency for program administration including verification purposes, distinguishing one individual from another, and for tracking and reporting purposes.*

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. "A proud partner of the American Job Center network."

Updated 09/25/12; Updated 01/09/13; Updated 01/30/14