



# Lower Elwha Klallam Tribe

## General Assistance (GA)

### PARTICIPANT TIMESHEET

I am applying for financial assistance for services for myself, as I am in need. I agree to provide information about my income and resources, and I will notify LEKT GA Staff of any changes within ten (10) days. I also authorize LEKT GA to collect information needed to determine my eligibility.

**Monthly GA timesheets are due by the 5<sup>th</sup> of each month.**

- If received on or before the 15<sup>th</sup>, checks will be processed on time, and checks will arrive by the 1<sup>st</sup> of the next month.
- If received between the 16<sup>th</sup> and the last day of the month, checks will be processed late and will arrive by the 15<sup>th</sup>.
- If received after the last day of the reporting month, no check will be processed.
- If there is no landlord statement on file, a non-shelter grant will be calculated and processed.
- If you've had a change of circumstance, a new ISP will be required.

#### Participant Information

First Name	Middle	Last Name	Suffix (Jr, Sr, II...)
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<input type="checkbox"/> <b>Address Change</b> - New Address:	Phone Number:
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New Physical Address:	Email:
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- |   |                              |                              |
|---|------------------------------|------------------------------|
| 1. Did you receive any type of funds earned or other, during this reporting period?<br><i>If you marked "Yes," provide copies of all income, such as in kind, per capita, SSI, death benefits, retirement, state GAU, employment, inheritance, casino winnings, etc. Attach pay stubs or proof of income. If it is self-employment, attach proof of business costs for allowable deduction of business costs.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 2. Are you currently employed or were you employed during this reporting period?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 3. Are you a High School/College enrolled Student? <i>Attach schedules and grades as required.</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 4. If you are a High School/College Student, did you stop attending classes?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 5. Are you currently receiving Food Benefits?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 6. Do you have medical coverage, other than IHS?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 7. Were you incarcerated at any time during this reporting period?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 8. If you are female, did you recently find out you are pregnant ( <i>If yes, apply for TANF</i> )  | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 9. Has your family unit changed? ( <i>Have you got married or gained custody of a child</i> )   | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 10. Has your medical condition changed in a way that keeps you from working?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 11. Are you or will you be attending any type of chemical dependency treatment?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 12. Did you apply for SSI or receive correspondence from SSI during this reporting period?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |

*All income must be reported, earned or unearned, to determine continued eligibility. If you are uncertain what to report, please talk to the Case Manager. Participants who make fraudulent misrepresentations in order to obtain or continue to receive assistance will be denied further benefits until the overpayment is repaid and the case may be referred to the LEKT Prosecuting Attorney. By signing this document, I certify the information that I have provided is true and accurate and that I understand the above information. If I am not clear or have questions, I understand I can ask staff at any time.*

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

## High School/College/GED/Vocational Attendance Log

**\*\*Attach a copy of your schedule and grades at the beginning and end of each quarter/semester**

**\*\* All high school/College/Vocational/GED/High School + participants are required to attend class as scheduled**

Week	School / Location	Total Weekly Hours	Classes

\*\*Employable participants that do not have a high school diploma or GED **are** required to attend class or complete homework that is equal to no less than 6 hours per week. Hours can be averaged for the reporting period. Homework has to be issued by an instructor and the homework as listed above. All GED students are required to attend E&T class, unless the time conflicts with E&T class or otherwise exempt as listed in your IRP.

## Treatment/Mental Health Attendance Log

Week	Location	Total Hours for the Week	Staff Name/ Contact Number	Staff Signature
1				
2				
3				
4				
5				

\*All employable participants are required to attend E&T class, unless the time conflicts with employment, or other medical/court appointments. Verification must be attached.

## Other Appointments Attendance Log

**\*\*Medical, dental, education tutoring or other ISP approved work activities**

Date	Office/Physician	Phone Number	Purpose of Appointment

**\*\* Five Job Contacts Per Week Required: Complete Attached Job Search Form**

**\*\*Participants must provide verification of submitted employment applications**

Employer Contacts and Job Search Activities					
	Date of Contact	Name of Business, Address, Website TERO/Work source Office	How was contact made?	Contact Name and Phone Number	What Happened
Contact 1			<input type="checkbox"/> In Person		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> Online		
			<input type="checkbox"/> Phone		
Contact 2			<input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> In Person		
			<input type="checkbox"/> Online		
Contact 3			<input type="checkbox"/> Phone		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> Other:		
			<input type="checkbox"/> In Person		
Contact 4			<input type="checkbox"/> Online		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> Phone		
			<input type="checkbox"/> Other:		
Contact 5			<input type="checkbox"/> In Person		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> Online		
			<input type="checkbox"/> Phone		
Contact 6			<input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> In Person		
			<input type="checkbox"/> Online		
Contact 7			<input type="checkbox"/> Phone		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> Other:		
			<input type="checkbox"/> In Person		
Contact 8			<input type="checkbox"/> Online		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> Phone		
			<input type="checkbox"/> Other:		
Contact 9			<input type="checkbox"/> In Person		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> Online		
			<input type="checkbox"/> Phone		
Contact 10			<input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
			<input type="checkbox"/> In Person		
			<input type="checkbox"/> Online		

**Employer Contacts and Job Search Activities**

	Date of Contact	Name of Business, Address, Website TERO/Work source Office	How was contact made?	Contact Name and Phone Number	What Happened
Contact 11			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 12			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 13			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 14			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 15			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 16			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 17			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 18			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 19			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired
Contact 20			<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Other:		<input type="checkbox"/> Submitted Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interviewed <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Hired

**\*\*Participants must provide verification of submitted employment applications**