

FORTY-HOUR FORM

NAME: _____

WEEK OF _____

REQUIREMENTS

1. A copy of this form shall be completed weekly and brought to each session of court attended by the participant.
2. Each weekly period begins on a court day and ends on the day before the next court day, the total days for each week reported on the form being seven (7) days.
3. Attach to this Forty-Hour Form a copy of the Employment Search Verification Form if you are unemployed. This form will be completed weekly (unless participant already has a full-time job of forty (40) hours per week or is excused from performing some kind of work.)

	<u>Employment</u> <small>(full time and part time – must attach copy of pay stub)</small>	<u>Community Service</u> <small>(Court ordered or voluntary – must attach verification signed by organization)</small>	<u>School</u> <small>(must have class schedule on file with Case Manager)</small>	<u>Other</u> <small>(medical appointments, other court appearances, court ordered classes, legal holidays, etc. – must attach signed note)</small>
Location				
Hours / week				
Contact name & number				
Location				
Hours / week				
Contact name & number				
Location				
Hours / week				
Contact name & number				

TOTAL HOURS for all above _____