



Monthly Workforce Innovation and Opportunity Act (WIOA) Job Search Activity Record

Name: _____

Case Number: _____

If you want to keep getting Supplemental Nutrition Assistance Program (SNAP) benefits, you must:

- Spend at least 80 hours each month looking for work or participating in certain approved job search activities,

AND

- Submit proof each month of your job search efforts.

Use the form on the next page to keep track of your progress. Sign and date the completed form. Then return the form to the PACE Provider indicated on the last page. You need to submit your proof before the end of each month.

Here are some examples of things you can record in this form to reach the required 80 hours per month. This is not a complete list.

- Looking for a job
- Researching available jobs
- Completing and submitting job applications (online or in person)
- Preparing for or participating in job interviews
- Attending job search workshops or working with a job placement specialist

To find job openings, use <https://jobzone.labor.ny.gov/> or <https://myjobsny.usnlx.com/jobs/>



JobZone

Scan to find jobs
that match your skills

Website: <https://jobzone.labor.ny.gov/>



New York State Job Bank

Scan to search and apply
for job openings

Website: <https://myjobsny.usnlx.com/jobs/>

Note: While we certainly encourage you to use all resources available for your job search, only time spent with these sites can be counted. Do not list other job search sites on the next page.

(Turn page)

Monthly Workforce Innovation and Opportunity Act (WIOA) Job Search Activity Record *(continued)*

WAYS TO RETURN THIS FORM TO PACE PROVIDER



EMAIL — _____



IN PERSON — _____ bring copies of the documents to:



FAX documents to _____