

SonomaWORKS Welfare to Work Attendance Instructions

You are **required** to submit Attendance Records (forms) within **5** working days of the end of the month.

Where Do I Submit My Attendance Form?

- ✚ Bring in person to 2227 Capricorn Way, Suite 100, Santa Rosa, CA. Attendance can be submitted at reception during regular business hours or at the drop box in front of the building at any time
- ✚ Upload the document to benefitscal.org; it may require you to set up an account online
- ✚ Mail to: Sonoma County Human Services Department - Employment & Training Division, PO Box 1539, Santa Rosa, CA 95401

What Activities Require a Facilitator's Signature?

*Assessment*Community Enhancement Service Program (CESP)*Domestic Abuse*Job Readiness Support Program*Family Stabilization*Job Search Services-Learning Awareness*TWP-Job Preparation-Legal Services*Orientation/Appraisal*CalWORKS Study Job Search*

What Activities Require No Facilitator's Signature?

*Employment*Job Retention (JRS)-Employment, Mental Health Services, Substance Use Disorder Services*Mental Health and Substance Use Disorder Services*Mobility*Job Skills Training*Vocational Education/Training*

What If My Hours Change?

If your actual hours are different from what you are required to do based on the WTW 2 Activity Agreement and Welfare to Work (WTW) Plan, you **must** contact your Employment & Training Counselor (ETC) immediately. If your circumstances change or you have a conflict that affects your participation, you **must** contact your ETC immediately.

What is an Excused Absence?

A maximum of 16 hours per month, not to exceed 80 hours in the prior 12 months, may be allowed for unpaid activities. Verification must be provided in order to allow the participation hours for the following reasons:

*Temporary illness of the client*Attending to the illness of a client's family member*Job interviews*County approved meetings*Appointments (e.g., medical, school, counseling, housing or legal) *Providing child care when not available*Transportation problems*Family emergency*School breaks up to 16 hours per month*State holidays*

How Do I Get Reimbursed for Transportation Costs?

You must turn in your Attendance Record to receive transportation payments, which may take up to 5 business days to process.

Questions?

Please contact your ETC if you have any questions, your hours or circumstances change, or you can no longer participate as required.