



HOW TO REPORT YOUR WELFARE TO WORK (WTW) PARTICIPATION

While referred to the Welfare to Work (WTW) Program, you are required to participate a minimum of 87, 130 or 152 hours per month in approved WTW activities. Please be prepared to provide participation hours for each day that you attend assigned activities. The Monthly CalWORKs Activity Timesheet (MCAT) will assist you in reporting ONLY Self-Employment or Paid in Cash Earnings, Counseling, Community Service or School hours within the report month. If you are not assigned to any of these activities, your Employment Services Social Worker will discuss other forms of acceptable verification with you.

Your Employment Services Social Service Worker will provide you with a Monthly CalWORKs Activity Time Sheet (MCAT) to report your monthly hours.

STEP 1: Answer question #1 indicating if you were Self-Employed or Paid in Cash in the report month. If so, indicate the total amount of earnings for the report month.

STEP 2: Answer question #2 indicating if you participated in Counseling, Community Service or School in the report month. If so, complete the MCAT throughout the month recording all hours of participation.

STEP 3: Print/sign your name, include the date and a valid phone number at the bottom of the MCAT. Send it to your assigned Social Service worker by the fifth of the following month. *For Example: May MCAT is due by June 5th*

Example: If you were assigned 5 hpw of Parenting Classes and 15 hpw of Community Service in May and your participation requirement is 87 hours per month; each week your total hours should add up to at least 20 hpw. Your 1st week of reporting would resemble the following:

QUESTION #1:
 Were you Self-Employed or paid in cash during the report month?
 No – Proceed to Question #2
 Yes – What were your Self-Employment Gross Earnings for the month? \$ _____

QUESTION #2:
 Did you attend Counseling (Mental Health, Substance Abuse, Group Therapy, Parenting Classes etc...), Community Service, Work Release, Vocational Education, Job Skills Training, High School Diploma, GED, Adult Basic Education or English as a Second Language courses during the report month?
 No – Sign, date and return this form to your Social Service Worker
 Yes – Complete the appropriate section below with the corresponding hours for the month

DATE	COUNSELING <i>(Mental Health, Substance Abuse, Group Therapy, Parenting)</i>	COMMUNITY SERVICE <i>(Community Service, Work Release)</i>	SCHOOL HOURS <i>(Vocational Education, Job Skills Training, HSD, GED, ABE, ESL)</i>
1 st			
2 nd			
3 rd	5		
4 th	5		
5 th		5	
6 th		5	
7 th		5	

Callouts:
 - 5 hpw of Parenting Classes on May 3rd and 4th
 - 15 hpw of Community Service on May 5th, 6th and 7th

Failure to submit the Monthly CalWORKs Activity Timesheet (MCAT) or other required documentation each month can result in the loss of Welfare to Work supportive services (childcare, transportation, ancillary etc...), and a reduction in your cash aid. Please contact your Employment Services Social Service Worker if you have any questions or concerns.