

Memo

To: Career Centers
Refugee Partners Providing Career Advancement Program Services

From: SFW Adult Programs

Date: November 30, 2007

Re: Documentation Requirements – Work Activities

The purpose of this memorandum is to provide further clarification relating to the required documentation sections in Procedure Transmittal Work Activity Requirements.

In order to enter/credit hours for participation on the JPR screen the following requirements must be met:

1. Fax documentation can not be used.
2. Documentation must be secured weekly.
3. Only the total hours may be rounded - .5 or higher may be rounded up. (not daily)
4. All documentation must be date stamped on the date of receipt.
5. Activity Benchmark (2nd parent) – this benchmark must remain open while one parent is engaged in an activity.
6. Translation –a signed copy of the translated document must be attached to the signed English version and a case note must be entered.

Note: This memo does not eliminate any of the other documents requirements that are included in Procedure Transmittal #1.