Office of Workforce and Community Initiatives

# SkillUP Job Search Log Contract

| PARTICIPANT'S NAME (Last, First, Middle) | DCN *(Required)* |
|---|---|
| | |

## *PLEASE READ AND AGREE TO THE FOLLOWING:*

- **Only hours spent job searching can be counted. These hours can be met by any combination of the following:**
  - » **Completing in-person applications.**
  - » **Attending interviews either on the phone or in-person.**
  - » **Responding to classified advertisements.**
  - » **Completing on-line applications either at home or at the employers worksite.**
  - » **Attending, completing employment applications, and speaking with potential employers at job fairs.**
  - » **Online (Internet) job search. *DO NOT INCLUDE time spent searching with jobs.mo.gov.***
  - » **Travel time between multiple interviews or job search activities.**
- **The fully completed "SkillUP Job Search Log" must be returned to a SkillUP Provider on or before the 4th of the next month.**
- **You may not contact the same employer more than once during the Job Search period, unless during the first contact the employer stated jobs may soon come open and asked you to make another contact.**
- **A maximum of 40 hours of Independent Job Searching, on job search log, can count towards your 80 hours of Employment and Training Requirement. The SkillUP Program staff will provide a list of additional, allowable, activities for compliance.**
- **Falsifying any information on the form will mean you are not complying with the SNAP/Food Stamps program.**
- **The Family Support Division may randomly verify job search contacts.**

***IF YOU CANNOT COMPLETE THE JOB SEARCH LOG,***
***CONTACT US AT THE SKILLUP LOCATION BELOW.***

**I understand that I must furnish information on form FSD-604B SkillUP Job Search Log.**

| Signature of Participant | Telephone Number | Date |
|---|---|---|
| | | |

**If you have questions during your job search period, please contact the person below.**

| Signature of SkillUP Provider/Job Center Staffmember | SkillUP Provider/Job Center Name | Email and Telephone Number | Date |
|---|---|---|---|
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For additional information about DSS Office of Workforce and Community Initiatives, please visit mydss.mo.gov/employment-training-programs.

Missouri Department of Social Services is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services are available at 711.