



FSET Activity Report Form

NEA 111 W Jackson St, 2nd Fl Wisconsin Rapids WI 54495

Due Date:

Customer		PIN		Case		Next Meeting	@
Activity 1:	Wkly Hrs	Activity 2:	Wkly Hrs:	Worker	Things to do by next appointment		
Activity 3:	Wkly Hrs:	Hours Needed for the Month*		Done			
		<input type="checkbox"/> 80 hours, non-Workfare	<input type="checkbox"/> Workfare	Needed			

If you have a work requirement and are doing Workfare to meet your hours, your other volunteer hours do not count towards your requirement.

Track non-job contact hours here such as Job Club, GED Classes, online job search time looking for jobs but did not apply for jobs, etc.

Date	Start Time	End Time	Total Time	Miles Traveled	Activity Description	
6/1	8am	9am	1 hr	5	Attended re-employment workshop at job center.	← Sample entry
						For Office use Only Completed Hours Activity 1 Activity 2 Activity 3 Total Hours
						Mileage Reimbursement Total Miles x rate Total \$

Job Contacts		Time and Miles			Employer Information		Type of Contact		Contact/Results
Date:	Start Time	End Time	Total Time	Total Miles	Employer Name & Location		<input checked="" type="checkbox"/> Application/Resume	<input checked="" type="checkbox"/> In-Person	Sample Entry
6/1	9:15am	9:45	30min	12	Acme Industries, Marshfield		<input type="checkbox"/> Interview	<input type="checkbox"/> Internet/email	
							<input type="checkbox"/> Follow-up	<input type="checkbox"/> Phone	
Date:	Start Time	End Time	Total Time	Total Miles	Employer Name/City		<input type="checkbox"/> Application/Resume	<input type="checkbox"/> In-Person	
							<input type="checkbox"/> Interview	<input type="checkbox"/> Internet/email	
							<input type="checkbox"/> Follow-up	<input type="checkbox"/> Phone	
Date:	Start Time	End Time	Total Time	Total Miles	Employer Name/City		<input type="checkbox"/> Application/Resume	<input type="checkbox"/> In-Person	
							<input type="checkbox"/> Interview	<input type="checkbox"/> Internet/email	
							<input type="checkbox"/> Follow-up	<input type="checkbox"/> Phone	

By submitting this form to the FSET agency, I (the named customer above) am confirming everything I reported is true and correct.

Job Contacts		Time and Miles			Employer Information		Type of Contact		Contact/Results
Date:	Start Time	End Time	Total Time	Total Miles	Employer Name/City	<input type="checkbox"/> Application/Resume <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up	<input type="checkbox"/> In-Person <input type="checkbox"/> Internet/email <input type="checkbox"/> Phone		
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