

Monthly Employer's Work Progress Report

CalWORKs Work-Study Funding

This form should be completed each month that the student is employed. It should also be completed if the employment relationship is terminated by either the employer or the student. Off-Campus employers must include documentation of gross pay for reimbursement.

Student Name: _____

Term and Year: _____

Employer: _____ **Supervisor:** _____

Employer Tax ID #: _____ (off-campus employers only)

To the Employer: To assist us in determining eligibility for CalWORKs Work-Study funding, you are required to submit a progress report each month with respect to the work performed by the above named student. Please comment regarding this student's progress and forward this report to:

CalWORKs Coordinator: Kimberly Tomlinson, Las Positas College, 3000 Campus Hill Drive, Livermore, CA 94551, (925) 424-1432.

Please contact the CalWORKs Coordinator if you have concerns regarding this student.

Student Position: _____

Rate of Pay: _____

Hours Per Week (Average): _____

Month of _____ **Total Hours Worked:** _____

Comments (Attitude and Attendance):

Supervisor's Signature: _____ **Date:** _____

This form must be submitted to the CalWORKs Office within 5 days of the completion of the month or within 5 days of termination of the employment relationship, whichever comes first, to ensure continued funding.