

FORTY-HOUR FORM



NAME: _____
 WEEK _____

1. A copy of this form shall be completed weekly and brought to each session of court attended by the participant when traditional documentation of employment is not available.
2. Each weekly period begins on a court day and ends on the day before the next court day, with the total days for each week reported on the form being seven (7) days.
3. This form can also be used to explore time management and recovery-based schedules.
4. This form should be also be used to show how time is being spent when the client is not yet working or attending school.

	<u>Employment</u> <small>(full time and part time – must attach copy of pay stub)</small>	<u>Community Service</u> <small>(Court ordered or voluntary – must attach verification signed by organization)</small>	<u>School</u> <small>(must have class schedule on file with Case Manager)</small>	<u>Other</u> <small>(medical appointments, other court appearances, court ordered classes, legal holidays, etc. – must attach signed note)</small>
Location				
Hours / week				
Contact name & number				
Location				
Hours / week				
Contact name & number				
Location				
Hours / week				
Contact name & number				

TOTAL HOURS for all above _____