

## FYI

### Participation and Attendance Form Data Entry Online Guide

ESP-7 *Participation and Attendance* forms (both the *ESP Participation and Attendance Record (ESP-7 A)* form and the *Participation and Attendance Record for Employment Ready Activities (ESP-7 B)*) are sent to clients the first business day of the week (Monday unless Monday is a holiday) before the last Saturday of the month. These forms must be returned by the client no later than the 10th of the following month (or the first business day after the 10th of the month if the 10th is on a weekend or holiday). Case managers *must* enter the forms on the Monitor Participation page *no later than the 18th* of that month (or the first business day after the 18th of the month if the 18th is on a weekend or holiday) to prevent a participation sanction from being created. Case managers may enter the prior participation month's returned *Participation and Attendance* forms up until the Friday before the last Saturday of the current month.

A *Participation and Attendance Form Data Entry Online Guide* (listing the last day of the month that ESP-7 forms may be entered on the Monitor Participation page for the previous month's participation) can be found at [http://dtaonline/refrence/curpol/guides/tafdc\\_attendance\\_guide/tafdc\\_participation\\_attendance\\_guide.pdf](http://dtaonline/refrence/curpol/guides/tafdc_attendance_guide/tafdc_participation_attendance_guide.pdf) in late June.

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### Diversity Quote

**The whole idea of a stereotype is to simplify. Instead of going through the problem of all this great diversity - that it's this or maybe that - you have just one large statement; it is this.**

**Chinua Achebe**