

FYI

Participation and Attendance Form Data Entry Online Guide

The Department sends *Participation and Attendance* forms to clients on 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 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 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 Online Guide* (listing the last day of the month that *Participation and Attendance* 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 in late June.

Diversity Quote

“I love the diversity of America. I love the plain, normal sense of humor Americans have. It is not wicked, like in some countries. And I also love how new America is.”

Antonio Banderas