

Sample Letters Re: Good Cause for Not Complying with the Work Requirement

(All letters should be on agency letterhead)

Sample Good Cause Letter # 1 - ill child

January 19, 2006

Dear DTA:

I write on behalf of Ms. Smith (SSN:111-22-3333). Ms. Smith attends our computer skills training program 20 hours a week. Last week, Ms. Smith could not participate for the full 20 hours because she had to stay home and care for her son who was sick. Her son has asthma and when it acts up, he cannot go to school. Due to this, Ms. Smith missed 8 hours of community service. We request that DTA enter good cause in the computer system, to assure that Ms. Smith is not sanctioned for missing time at our program.

Sincerely,

Program Coordinator
tel. # 617-777-7777

Sample Good Cause Letter # 2 - no available spaces in the program

January 19, 2006

Dear DTA:

I write on behalf of Ms. Smith (SSN: 111-22-3333). Ms. Smith met with me today to enroll in our GED program. Unfortunately, there are no openings in the program at this time. We put her name on a waiting list and expect a space to open for her in two weeks.

She explained to me that she has to meet the work program requirements and enroll in a program for 20 hours a week or else she will lose her welfare benefits. We ask that the DTA accept this letter as verification of good cause and not sanction Ms. Smith as she is expected to start the program in two weeks. Meanwhile, she will work on arranging day care for her son. If you have questions, you can call me at 508-888-8888.

Thank you,

Program Coordinator

Sample Good Cause Letter # 3 - lack of daycare transportation

January 19, 2006

Dear DTA:

Ms. Smith could not attend her training program last week because transportation to take her son to and from day care was not available. The friend who drives her son to and from day care was away on vacation from January 9th-13th. The day care is over 5 miles from her home and not accessible by public transportation. This letter verifies she had good cause for not attending her training program last week and we request that the DTA not sanction her.

If you have a question, feel free to call me at 781-111-1111.

Sincerely,

Teacher