Career & Coverage Activity Log

KEEP THIS FORM AND SUPPORTING DOCUMENTS

VIRGINIA CAREER WORKS
PIEDMONT REGION

Track your work, education, training, and volunteer activities to help document your progress and maintain eligibility for programs that may require activity verification.

CLIENT INFORMATION

FULL NAME:	FIRST	LAST
PHONE:	☐ TEXT ☐ VM	**EMAIL:**
REVIEW PERIOD:		

ACTIVITY TRACKER

DATE(S)	HOURS	ACTIVITY DESCRIPTION
		☐ EMPLOYMENT ☐ CLASS/TRAINING ☐ VOLUNTEER ☐ OTHER: _____
		☐ EMPLOYMENT ☐ CLASS/TRAINING ☐ VOLUNTEER ☐ OTHER: _____
		☐ EMPLOYMENT ☐ CLASS/TRAINING ☐ VOLUNTEER ☐ OTHER: _____
		☐ EMPLOYMENT ☐ CLASS/TRAINING ☐ VOLUNTEER ☐ OTHER: _____
		☐ EMPLOYMENT ☐ CLASS/TRAINING ☐ VOLUNTEER ☐ OTHER: _____
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		☐ EMPLOYMENT ☐ CLASS/TRAINING ☐ VOLUNTEER ☐ OTHER: _____
		☐ EMPLOYMENT ☐ CLASS/TRAINING ☐ VOLUNTEER ☐ OTHER: _____
TOTAL HOURS:		**NOTES:**

MONTHLY SUMMARY

Check all that apply:

- ☐ EMPLOYED
- ☐ SELF-EMPLOYED
- ☐ STUDENT (HALF-TIME OR MORE)
- ☐ TRAINING PROGRAM PARTICIPANT
- ☐ VOLUNTEER
- ☐ SNAP E&T PARTICIPANT
- ☐ WIOA PARTICIPANT
- ☐ OTHER APPROVED PROGRAM

EMPLOYMENT LOG

Employer Name: _____

Job Title: _____

Supervisor: _____

Employer Phone: _____

EDUCATION/TRAINING LOG

School/Program: _____

Program Name: _____

Instructor/Advisor: _____

Contact Info: _____

VOLUNTEER/COMMUNITY SVC. LOG

Organization: _____

Supervisor: _____

Contact Info: _____

VERIFICATION SECTION (AGENCY USE)

STAFF NAME:	**ORGANIZATION:**
DATE:	**COMMENTS/ NOTES:**

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Documentation Checklist

Attach copies whenever possible.

EMPLOYMENT

- ☐ Pay stubs
- ☐ Work schedule
- ☐ Time sheets
- ☐ Employer verification letter
- ☐ W-2 or tax documentation

EDUCATION

- ☐ Class schedule
- ☐ Enrollment verification
- ☐ Student ID
- ☐ Transcript
- ☐ Attendance verification

WORKFORCE TRAINING

- ☐ Training enrollment letter
- ☐ Attendance records
- ☐ Completion certificates
- ☐ Instructor verification

VOLUNTEER SERVICE

- ☐ Volunteer log
- ☐ Supervisor signature
- ☐ Organization letter
- ☐ Attendance records

Ways VCWP Can Help

Need to meet Medicaid work requirements? We can help with:

- Job search assistance
- Resume development
- Career coaching
- Training opportunities
- GED programs
- Apprenticeships
- Community college pathways
- WIOA eligibility screening
- Volunteer opportunity referrals

www.vcwpiedmont.com

Virginia Career Works – Piedmont Region is an Equal Opportunity Employer/Program. Auxiliary Aids and Services are available upon request to individuals with disabilities. TDD-VA Relay: 711. Funded by Federal, State, and Local funds. Interpreters available upon request. EO Officer | info@vcwpiedmont.com | 434-290-0026