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NOTICE OF CONTACT REQUIREMENTS

By signing this form, I verify that I have been notified of the contact requirements for the Choices Program.

Two-way communication is essential for success in the Choices Program.

Career Specialists will schedule appointments during the timeframe that the Choices case is open.

While you are looking for employment, we will schedule weekly contact with you.

Once you begin employment, contact may be weekly, bi-weekly, or monthly. It will depend on your needs.

It is also important to report all changes, such as change of address or gain/loss of employment.

Participants will contact their assigned career specialists for all scheduled appointments. The type of contact will be agreed upon by the participant and career specialist. These can include:

- In-person
- Phone calls
- Emails
- Texts
- Faxes

Failure to maintain contact for scheduled appointments, can result in:

- A penalty request, which can cause the loss of TANF benefits.
- Closure of the Choices case, which will result in the termination of services.
- Possible loss of SNAP benefits in some instances.

Participants have the right to appeal actions resulting from failure to follow the contact requirements.

Participant Signature

Date