



Monthly WIOA Job Search Activity Record
Erie County Department of Social Services
Division of Family Independence | CED, SNAP, TA
B-6058 (11/2025)

Case Number _____

Date _____

If you want to keep getting Supplemental Nutrition Assistance Program (SNAP) benefits, you must:

- Spend at least 80 hours each month looking for work or participating in certain approved job search activities.

AND

- Submit proof each month of your job search efforts by the 10th of the following month.

Use the forms on the next pages to keep track of your progress. Sign and date the completed forms.

Here are some examples of things you can record in this form to reach the required 80 hours per month. This is not a complete list.

- Looking for a job
- Researching available jobs
- Completing and submitting job applications (online or in person)
- Preparing for or participating in job interviews
- Attending job search workshops or working with a job placement specialist

Each month use the links below to find job openings:

<https://jobzone.labor.ny.gov>

<https://myjobsny.usnlx.com/jobs/>

Talk to a district worker if you need help using these websites or with other job search activities.

Please submit the completed form verifying Job Search activity by the 10th of the following month to the Department of Social Services via:

- NYDocSubmit (to learn more, visit [NYDocSubmit](#))

-or-

- Comprehensive Employment Division
290 Main Street 6th floor, Buffalo NY 14202
Phone: (716) 858-7437
Fax: (716) 858-1090

Client Name:

Case Number:

[illegible]

Client Name:

Case Number:

Date	Activities Completed (job search, job interview, completed application, etc.)	Employers Contacted	Total time spent on each job search and/or approved activity (minutes or hours)

By typing my name below, I certify that this is an accurate list of all job search activities I participated in and the amount of time I spent on each one.

Signature: _____

Date: _____