



# SNAP Education/School Verification Time Sheet

(Vocational Training, GED/HS, ESOL)

Student Name (Please print legibly) \_\_\_\_\_

Case # \_\_\_\_\_

Training Program/Course \_\_\_\_\_

Education/School name, location of site \_\_\_\_\_

Month: \_\_\_\_\_

### Hours worked 1<sup>st</sup> half of the month:

1 <sup>st</sup> : _____	5 <sup>th</sup> : _____	9 <sup>th</sup> : _____	13 <sup>th</sup> : _____
2 <sup>nd</sup> : _____	6 <sup>th</sup> : _____	10 <sup>th</sup> : _____	14 <sup>th</sup> : _____
3 <sup>rd</sup> : _____	7 <sup>th</sup> : _____	11 <sup>th</sup> : _____	15 <sup>th</sup> : _____
4 <sup>th</sup> : _____	8 <sup>th</sup> : _____	12 <sup>th</sup> : _____	
Total hours worked 1 <sup>st</sup> through the 15 <sup>th</sup> of the month: _____			

### Hours worked 2<sup>nd</sup> half of the month:

16 <sup>th</sup> : _____	20 <sup>th</sup> : _____	24 <sup>th</sup> : _____	28 <sup>th</sup> : _____
17 <sup>th</sup> : _____	21 <sup>th</sup> : _____	25 <sup>th</sup> : _____	29 <sup>th</sup> : _____
18 <sup>th</sup> : _____	22 <sup>nd</sup> : _____	26 <sup>th</sup> : _____	30 <sup>th</sup> : _____
19 <sup>th</sup> : _____	23 <sup>rd</sup> : _____	27 <sup>th</sup> : _____	31 <sup>st</sup> : _____
Total hours worked 16 <sup>th</sup> through the 30 <sup>th</sup> /31 <sup>st</sup> of the month: _____			

**\*\*\*Hours are due by the 15th and the 30th of each month. Time sheets can be submitted via fax (727-608-2320), mail, email attachment or bringing them to the office and scanning them to the SNAP folder\*\*\***

To be completed by a School Official:

I certify that the above information is correct.	
School Official Signature: _____	Date: _____
School Officials Name (Print): _____	
School Officials Title: _____	Telephone Number: _____
Comments: _____	

**\*PRIVACY ACT STATEMENT:** Pursuant to 42 U.S.C. 1320b-7 (a) (1) (Social Security Act) and 7 C.F.R. 273.6, disclosure of your social security number is **mandatory**. Social security numbers will be used by the Agency for program administration including verification purposes, distinguishing one individual from another, and for tracking and reporting purposes.