

**THE HEALTH AND EMPLOYMENT COUNSELING PROGRAM**  
**I've Reached Employment!**

As a participant in the Health and Employment Counseling Program, you are **required** to report when you reach employment. **Once you reach employment**, there are two steps you need to follow:

1. Complete this form and mail it into the HEC Manager at DHS at 1 W. Wilson, Rm. 434, Madison, WI 53701-1379.
2. Contact your county Economic Support Worker and tell that worker that you are now employed. Name \_\_\_\_\_ Phone \_\_\_\_\_

Please complete the form below and mail it to DHS in Madison at the address listed at the bottom of this form. DHS will send you a letter back confirming your employment date.



PARTICIPANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ TELEPHONE: (    ) \_\_\_\_\_

FIRST DAY OF EMPLOYMENT (list date): \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_

STARTING SALARY (hourly wage or salary): \_\_\_\_\_

NUMBER OF HOURS PER WEEK OF EMPLOYMENT: \_\_\_\_\_

Name of Person Completing this Form (if different from above): \_\_\_\_\_

Relation: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

**Send this form to:**

**DHS / HEC Manager, 1 W. Wilson, Rm. 434, Madison, WI 53703-7851**