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. 527, 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: ___________________ PHONE: (            ) _______________
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: ____________________________________   Phone (            ) ____________________________

Send this form to:
DHS / HEC Manager, 1 W. Wilson, Rm. 527, Madison, WI 53703-7851