

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