

Date

Title Fname Lname

Any Street

City, State Zip

Dear Title Lname:

As we told you at the orientation to Workforce Solutions, you must work with us to get a job to continue receiving TANF assistance.

In a short time you must accept a community service job or begin another activity to earn your TANF benefits.

You may continue to receive TANF benefits for a time while you are working if you let us know you have a job. If you have already gone to work and have not yet notified our office, please call me at xxx.xxx.xxxx ext. xxx.

If you have not yet found work, please call me to schedule an appointment or come into our office anytime Monday through Friday, 8am to 5pm, but by no later than \_\_\_\_\_\_\_\_\_\_\_[date= Friday of 4th week of work search]. My telephone number again is **xxx.xxx.xxxx ext. xxx**

If we have not heard from you by \_\_\_\_\_\_\_\_\_\_\_\_\_[same date],we will have to impose a penalty that ends your TANF benefits including Medicaid. You will also lose all financial aid from Workforce Solutions such as child care and other work related expenses.

We are committed to helping you find the best job possible now. We look forward to hearing from you.

Sincerely,

Name, Title

xxx-xxx.xxxx ext. \_\_\_\_\_\_ (same as above)