



<b>Participant:</b>	<b>Last 4 SSN or DCN:</b>
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<b>Select One:</b>	<input type="radio"/> <b>METP ABAWD</b>	<input type="radio"/> <b>Regaining Eligibility</b>
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Date of Service	Staff Initials next to Service	WIOA Service Provided	Amount of Time Spent	Comments / Any Additional Information
		Assessment (any)		
		Career Guidance /Career Planning		
		Counseling (individual / group)		
		CR101 Remediation		
		Federal Bonding		
		Financial Aid Information		
		Intensive Case Management		
		Job Development		
		Job Referrals		
		Job Search Activity		
		Job Search Training		
		Labor Market Information (any)		
		MO Connections (Staff-Assisted or Self Service)		
		Placed in Training		
		Referred to Other Services		
		Resume Assistance / Preparation (any)		
		Testing (any)		
		Training (any)		
		WIOA Career Service Registration		
		Work Based Learning		
		Workshop(s)		
		O*Net Online/ Talify/ Online Learning :		
		Other (explain):		
		Other (explain):		
		Other (explain):		
<b>TOTAL</b>				

<b>Job Center Name/Location:</b>	<b>City:</b>
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<b>Staff Name:</b>
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<b>Staff E-mail:</b>	<b>Date:</b>
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**Instructions**

**METP ABAWD:** **Staff:** Enter the date the participant received the service(s); Enter staff initials in the column to the left of the service provided; Enter amount of time spent with each service provided; Document will calculate total time at the bottom of the form; Complete all office and staff information at bottom of form. Scan or mail form to FSD Processing Center and to DWD SharePoint Drive; Service note transaction.

**Regaining Eligibility:** **Staff: Entries are the same as ABAWD** except distribution; Scan to DWD SharePoint Drive only. Give customer original form to take to their local FSD office. Service note transaction.

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