



**Workforce Investment Board of Southeast Missouri**

**CAREER ASSISTANCE PROGRAM (CAP)**

**AWEP/CWEP, Community Service, and Subsidized Employment  
Client/ Worksite Agreement Form**

In addition to all terms listed on the AWEP/CWEP, Community Service or Subsidized Employment work site/client contracts and terms regarding required hours and mandatory contact, it is **client responsibility** to submit signed attendance sheets (given by the case manager) every two weeks in order to comply with CAP Requirements. **If attendance sheets are not submitted in a timely manner or other requirements are not met, the AWEP/CWEP, Community Service or Subsidized Employment contract may be terminated.** By not complying fully with CAP requirements, client could be subject to sanctioning, which may result in a 25% reduction of client's Temporary Assistance benefits.

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor of Worksite/Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Case Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attendance sheets can also be faxed or mailed to the information listed below.**

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_