

Name of participant Case number Case number RID number	
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Date (mm/dd) Company Name and Address (number and street, city, state, and ZIP code) Applied For (N/A, if Internet) Type of Contact (N/A, if Internet) Type of Contact Actual Time S	`
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☐ Telephone ☐ Internet ☐ Fax / Mail	
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I certify that I have personally made the above contacts, and that this is an accurate record of my Job CONTACTS CHECKED ABOVE WERE VERIFIED BY TELEPHONE.	•
Search activities. I understand that the information I have provided will be verified. I also understand that providing false information or misrepresenting the truth to obtain services for which I am not entitled is a	
crime which can be prosecuted under federal and/or state laws. The value of benefits received by a	
person who was not eligible to receive them is subject to recovery by the State of Indiana. Signature of verifier Date verifier	n/dd/yy)
Signature of Applicant / Recipient Date (mm/dd/yy) Signature of Case Manager / Reviewer Date (m.	yy)

Name of participant		Case numb	Case number				RID number					
Date (mm/dd)	Company Name and Address (number and street, city, state, and ZIP code)	Actual Position Applied For	Person Contacted (N/A, if Internet)	Telephone Number (N/A, if Internet)	Type of Contact	Actual Time Spent				✓		
					☐ In Person ☐ Telephone ☐ Internet ☐ Fax / Mail	Start Time	End Time	JS Travel	Total Time			
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					☐ In Person ☐ Telephone ☐ Internet ☐ Fax / Mail	Start Time	End Time	JS Travel	Total Time	
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Signature of Applicant / Recipient Da	ate (mm/dd/yy)		Signa	ature of Case Manag	er / Reviewer			Date (mm/c	dd/yy)	-

Start Time

☐ In Person
☐ Telephone
☐ Internet
☐ Fax / Mail

End Time

JS Travel

Total Time