



LARIMER COUNTY WORKS POLICY

Title:	Reporting Employment Hours Policy		
Effective Date:	1-1-04	Page: 1 of	1
Desk:		Revision:	
Reference:	LCWC P&P 02-107	Approval on:	1/1/04 Riley/Friedman
Agency Letters:			
Regulations:			

1.0 Policy:

It shall be the policy of the Larimer County Works program to report the employment hours as self-reported on the Monthly Contact Sheet (MCS). The MCS is a self-reporting form and Larimer County accepts the participant's self-attestation as documentation of his/her employment and work participation hours. This form is required to be completed each month by all active participants and returned to the appropriate worker by the 5th calendar day of each month.