

DHMH WORK STUDY/RELEASE CHECKLIST AND SIGN OFF SHEET

Please utilize this checklist to ensure that all required documentation is included in the initial and subsequent application packets. Please check off each item that is required for the packet and sign and date. **This form must be submitted along with the application packet.**

EMPLOYEE'S RESPONSIBILITIES

- Submit a Career Development Plan.
- Submit a complete application packet to supervisor.
- Ensure that application and all supporting documentation is submitted by the required due dates.
- Sign and date all required documentation.
- Repay obligated service hours for state time used.

ADMINISTRATION'S RESPONSIBILITIES- (Supervisor or Appointed Authority)

- Ensures employee meets qualifications to participate in the program.
- Approves employee's Career Development Plan.
- Provides a letter supporting the employee's participation in the program
- Signs and dates documentation as required.
- Monitors employee's academic progress and ensures that the employee's work and academic goals are being met.
- Ensures that application and all supporting documentation is submitted within a timely fashion.
- Submits timekeeping grid report or timesheets along with Academic Progress Form.
- Completes and submits Obligated Service Agreement Repayment Program Tracking Form until all obligated service has been repaid.

I HAVE READ AND UNDERSTAND THE GUIDELINES

INITIAL APPLICATION PACKET CHECKLIST

- Career Development Plan – completed and signed by employee and supervisor.
- DHMH Work Study/Release Program Application – filled out completely and signed, with correct schedule and hours totaled. Completed and signed by employee and supervisor.
- Copy of the college course description (Internet or catalog) for each course listed on the application which includes date(s) and time(s) of class(es).
- Copy of signed letter of participation approval by supervisor on business letterhead.
- Copy of signed letter of acceptance into a specified program from an educational institution or facility on business letterhead.
- If participating in an internship, grant assistantship or practicum/clinical, a signed letter regarding acceptance into the program is required from the institution/facility.
- Obligated Service Agreement – completed and signed by employee and supervisor.

SUBSEQUENT APPLICATION PACKET CHECKLIST

- Academic Progress Form
 - Items that must be submitted along with the form:
 - A copy of the official transcript or a certificate from the educational institution listing the course(s) and grade(s) is required.
 - A copy of a timekeeping grid report or timesheets for each completed work study/release program session.
- All application documentation as listed in the **Initial Application** checklist with the exception of the Career Development Plan.

Employee Name (Type or Print Clearly):	Employee Signature:	Date:
Supervisor Name (Type or Print Clearly):	Supervisor Signature:	Date: