

## ABA VERIFICATION OF UNPAID HOURS

This form will be used to verify unpaid work hours to fulfill your ABA work requirement. Unpaid activities include community service, volunteer work, or work done “in-kind,” which is getting goods or services in exchange for doing work. You must spend at least 20 hours a week or an average of 80 hours a month on your ABA Work Requirement activities. If there are changes to your schedule and you spend less than 20 hours a week or less than 80 hours a month on your work activities, you must tell your county JFS office by contacting (844) 640-6446 within 10 days following the month in which this change happened.

**Instructions: Please complete section 1 and then have the person you are providing services for fill out sections 2 and 3, including the schedule, and sign this form. Return the completed form to your county JFS.**

Section 1. Participant Information	
Name of Participant	Case Number
Address of Participant	Phone Number
Section 2. Activity Contact Information	
Name	Phone Number
Address	Email
Agency Name (If applicable)	Position/Title
Section 3. Unpaid Activity Information	
Start Date	Expected End Date
Description of task(s) performed:	
If in-kind work, provide a description of what goods or services are being provided in exchange for the unpaid activity:	

Mark an "X" on the scheduled days and enter the weekly and total monthly hours								
	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Total weekly hours
Week 1								
Week 2								
Week 3								
Week 4								
Total Monthly Hours								

**I affirm that all the information presented in this document is accurate and true to the best of my knowledge.**

Signature of Person Completing Form	Date
Printed Name of Person Completing the Form	
Participant Signature	Date

**You may turn this form in by:**

- **Mail:** Mail the requested information to your county JFS office
- **In-person:** Visit your county JFS office
- **Fax:** Fax to your county JFS office fax number

**To find your local county JFS office:**

go to <https://ifs.ohio.gov/about/local-agencies-directory>