



## Applicant Job Search Requirements

If you are applying for TANF (Temporary Assistance for Needy Families) cash benefits and you are 18 or older, you are required to apply for at least three jobs per week while the application is pending.

**We can excuse you from this requirement if you prove any one of the following at your cash interview:**

- you are already working 20 hours per week, OR
- you have a physical or mental disability and claim an exemption, OR
- you have a child under the age of one, OR
- you have a child under the age of six and do not have child care, OR
- you are needed in the home to care for a person with a disability, OR
- you are a victim of domestic violence, OR
- you lack transportation, OR
- you are homeless or facing homelessness, OR
- you have another good reason.

More details on how to prove compliance with the applicant job search, or a reason to be excused from the job search will be included in a packet given or mailed to you by the caseworker.

## Instructions on How to Record Your Applicant Job Search

It is strongly recommended that you register with JobGateway to get started. You can register with JobGateway at [www.jobgateway.pa.gov/](http://www.jobgateway.pa.gov/). If you use JobGateway to apply for jobs, it will record your job activities and these will be available for your caseworker to review online.

**OR**

You can use this **Job Application Report** form to record your job search activities and bring it to your cash interview.

- Business Name - List the place you applied.
- Date - This is the date you submitted the job application.
- Job Type - Provide the title of the position for which you applied.
- In Person/Online - Did you apply in person or online?
- Location/Web Address - Provide the address or website where you submitted the application.
- Response/Interview - List a contact person that responded to your application or the person that conducted your job interview.

There must be three job applications for every week while your cash application is pending. Completion of the requirement will be reviewed and determined with a caseworker at your cash interview.

**OR**

If you are requesting that we excuse the job search requirement, you need to bring proof of your reason for being excused from the requirement to the cash interview.

