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Letter  
Head]

[DATE]

Dear Illinois Department of Human Services Caseworker,

I am writing to notify you that [NAME OF CLIENT] is enrolled in the [NAME OF PROGRAM] at [NAME OF ORGANIZATION].

Participation in this program includes [X] hours per month of the following activities:

- Job Training
- Work readiness training
- Work experience
- Adult basic education
- "Workfare"
- Supervised job search (10 hours per week or less)

Please accept this letter as verification of [NAME OF CLIENT]'s participation in a qualifying activity under 7 CFR 273.24(a)(1)(ii) and the corresponding state policy memo.

Please contact [NAME OF ORGANIZATION] with any questions or concerns.

Sincerely,

[NAME OF STAFF]

[Role]

[Phone]

[email]