

COLORADO EMPLOYMENT FIRST FORMS

For information on ordering forms, contact the Colorado State Forms and Publication Center (303) 370-2163
or the State Employment First Office (303) 866-5477

Commodity #	EF or FS #	Form Title	Use
615-82-22-8021	EF-102	Colorado Employment First Enrollment	Purpose: Appointment letter to refer mandatory and volunteer participants to EF. Completed by: Food Assistance (FA) technician Copies: White- Employment First (EF) Case File, Yellow-FA Case File, Pink-Participant
615-82-18-6203	FS 62	CO Food Stamp Job Search Work Registration Rights and Responsibilities	Purpose: Inform participant(s) of Employment First Rules and Responsibilities. Copies: Given to participant by FA technician with the EF-102.
615-82-22-1232	EF-123	Notice of Change Form	Purpose: Communication form between the FA office and EF. Completed by: FA technicians and/or EF staff. Copies: EF Case File
615-82-22-1117	EF-111	Follow Up Appointment Letter	Purpose: To inform participant of follow up appointment. Completed by: EF Copies: Original given to participant, copy EF case file.
615-82-22-2511	EF-205 A	Participant Activity Contract	Purpose: To outline the responsibilities of participants assigned to an activity (not Workfare) Completed by: EF Copies: Original given to Participant and copy EF case file
615-82-22-2115	EF-211	Workfare Participant Agreement and Guidelines	Purpose: To assign to Workfare and inform participants of their responsibilities. Completed by: EF Copies: Original given to participant, copy EF case file.
615-82-22-2446	EF-224	Workfare Program Agreement	Purpose: To outline the agreement with EF and the Workfare Sponsor. Completed by: EF Copies: White-EF, Yellow-State, Pink-Sponsor
615-82-0000-16-190	EF-213	Workfare Initial Site Contract	Purpose: To assign to Workfare IS and inform participants of their responsibilities. Completed by: EF Copies: EF case file

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615-82-22-3089	EF-308	Employer Contact Report	Purpose: To record employer contacts made by participant. Completed by: Participant. Copies: Original given to participant, copy EF case file.
615-82-22-2339	EF-233	Time Sheet and Evaluation Sheet	Purpose: To record participant's performance and hours completed at worksite. Completed by: Sponsor Copies: White-EF, Yellow-Participant, Pink-Sponsor
615-82-22-9102	EF-910	Colorado Employment First Assessment	Purpose: To gather information about the participant's employment situation and assess possible barriers to finding employment. Completed by: Participant and EF Copies: EF case file.
615-82-22-0010	EF-1	Master Application	Purpose: To provide participants a final-ready reference when completing employment applications. Completed by: Participant and EF. Copies: Original given to participant, copy EF case file.
N/A	EF	Job Search Plan	Purpose: A career exploration process to provide participants a job search plan. Completed by: Participant and EF. Copies: Original given to participant, copy EF case file.
N/A	EF	Job Search Plan (Condensed)	Purpose: A career exploration process to provide participants a job search plan. Completed by: Participant and EF. Copies: Original given to participant, copy EF case file.
615-82-0036	EF-3	Interview Analysis	Purpose: To evaluate and provide feedback to participants on interviewing skills. Completed by: Participant and EF. Copies: Original given to participant, copy EF case file.
615-82-18-0495	FS 4J	Notice of Adverse Action	Purpose: Inform participant of non-compliance and possible sanction. Communication form between the FA office and EF. Completed by: FA technicians and/or EF. Copies: White-Participant, Yellow-FA technician, Pink-EF Case File
N/A	EF	EF NOAA ABAWD Regain	Purpose: Inform participant of non-compliance and possible sanction. Completed by: EF Copies: Original mailed to participant, copy EF case file.
N/A	EF	Colorado Works/Workfare Sponsor Agreement	Purpose: For dual participation in Colorado Works and Workfare Completed by: EF Copies: White-EF, Yellow-State, Pink-Sponsor

