

IMPORTANT ANNOUNCEMENT

Monthly Attendance Report Form (GN 6365)

The Monthly Attendance Report Form (GN 6365) is a new form required by the county. **You must complete the form on a monthly basis, and bring the COMPLETED form to the CalWORKs reception desk located in Career Services.** The completed form will be left with the receptionist for pick up on a 48 hour turnaround time. *(For example: turn in on Monday pick up on Wednesday.)*

You are Responsible for ensuring that the Monthly Attendance Report Form is returned to your Gain Service Worker by stated deadline.

For questions on how to complete the form, please contact your GAIN Services Worker. In addition, Cerritos College CalWORKs has a Gain Service Worker available on Fridays from 1:00– 4:00 pm.

For an appointment with the Gain Service Worker call: (562) 860-2451, Ext 2356

**For more information contact the CalWORKs Office at
(562) 860-2451, Ext. 2593 or 2368**