
GEORGIA DEPARTMENT OF LABOR

TO: ALL GEORGIA MOUNTAINS WORKFORCE INVESTMENT AREA 2 CUSTOMERS
FROM: KIMBERLEE WILSON, DIRECTOR
SUBJECT: SUPPORT CHECKS
DATE: 6/16/2006
CC: FILE

As of July 1, 2006, the Georgia Mountains Workforce Investment Area 2 office will begin processing support checks every other Monday. This change is due to several factors such as check printing costs, number of customers, staff time and postage costs.

Customers must continue to submit timesheets and dependant care documentation forms to case managers. A revised timesheet has been attached for your convenience; begin using the new timesheet July 1st. **Please notice that the new timesheets will be utilized for 2 weeks and then submitted. Dependant care documentation forms have not been modified but the dates entered on the form must match the timesheet dates.** Support checks can not and will not be processed without the necessary documentation.

As an example, during the month of July, support checks will be processed on July 3rd (for the previous 1 week), July 17th (for the previous 2 weeks), and July 31st (for the previous 2 weeks). This represents a bi-weekly schedule.

Enclosed is a sample timesheet for you to view. Your customized timesheets will be mailed in the forthcoming packets.

I apologize for any inconvenience that this may cause, but in order to keep our support services at the current level, cost-cutting measures must be taken at some level. **Please feel free to contact your case manager should you have questions or concerns.**



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