



W-3040  
(New 6/26)

# State of Connecticut Department of Social Services

## VOLUNTEER HOURS TRACKING

Use this form to report your unpaid **volunteer or community service hours** completed each month. These hours help you meet the work rules and keep your DSS benefits.

Some adults must report at least 80 hours per month of work or community service to keep getting SNAP. You can get these hours from one activity, or you can do a mix of work, job training or volunteering. All these activities count towards the work rules.

Fill out all the sections. If information is missing or false, it may result in delays, loss of benefits, or penalties.

### Section 1: To be completed by participant

|                                        |  |
|----------------------------------------|--|
| Participant Name (first, middle, last) |  |
| DSS Client ID (if known)               |  |
| Date of Birth (month / day / year)     |  |

### Section 2: To be completed by volunteer supervisor

|                                                              |  |
|--------------------------------------------------------------|--|
| Name of Volunteer Supervisor                                 |  |
| Organization Name                                            |  |
| Address of Volunteer Site                                    |  |
| Phone Number of Volunteer Site                               |  |
| Month and Year of Volunteer Hours<br>(for example: May 2026) |  |
| Total Volunteer Hours for the Month                          |  |

By signing below, the supervisor certifies the accuracy of the volunteer or community service information provided above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor Title

\_\_\_\_\_  
Date



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### Additional Information

Volunteer hours must be completed at a non-profit or government organization.

The organization must oversee and record volunteer activities. It needs to keep track of the hours and dates of volunteer activities. It must also have a contact person who can confirm the hours.

This form is optional. Other documents can be used as proof of volunteer hours. Some examples include:

- Timesheets or attendance logs showing the participant's name and the dates and hours volunteered
- Service completion records or placement documentation
- A signed letter from the organization

If a letter from the organization is used as proof of volunteer hours, it should be on official letterhead when possible and include the same basic information required on the first page of this form.

Do not use this form to report activities such as helping family and friends with tasks like childcare, dog walking, transportation, or yardwork. Those activities do not count as volunteer activities for DSS benefit programs. This form can only be used for volunteer hours performed at a non-profit or government organization.



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