



The Self-Employment Assistance Program (SEAP) Individual Services Verification Form

Instructions: The purpose of this form is to verify your attendance at the workshops/classes listed on your Individual Services Plan. Please make additional copies of this form for each class you attend. Your instructor must sign this form.

Submit this form online at: www.labor.ny.gov/signin.

1. Log into your online services account.
2. Click on the envelope icon in the upper right to begin a new message.
3. Select "SEAP – Submit Benchmark Forms" as the first subject line for your message.
4. Enter the form name as the second subject line.
5. Do not attach more than one form to your message.

You may also return this form by fax to (518) 402-6586 or by mail to the address above. If you fax it, do **not** mail the original. If this form is not received by the due date, you will not be eligible for SEAP benefits from the date the form was due until the date the form was received.

Name: _____ Last four digits of Social Security Number:

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School/Agency: _____

School/Agency Phone Number (including area code): _____

Workshop or Class: _____

Dates of Attendance: _____ Total Number of Hours: _____

Instructor's Name/Title

Instructor's Signature

I certify that I attended the workshop/class that is listed on this form.

Participant Signature

Date