



**United Counties of Leeds and Grenville
Social Services Department**

200 – 458 Laurier Boulevard
Brockville, ON
K6V 7K5

Tel: (613)345-4101
1-800-267-8146
Fax: (613)342-8908

Employment Start-up Request

Memo / Note to your Case Manager

If you need funds for childcare, transportation, clothing, or a criminal background check in order to attend your Employment Placement, please fill out this form and send it to your **Case Manager**.

Full Name: _____

Address: _____

Date: _____

Your Phone Number: _____

Case Manager's Name: _____

Message: _____

**Remember to send in estimates / receipts / childcare forms along with your note.
Your Case Manager will need verification of your expenses.**

