

**1st Offense: 2 CSR Hours
2nd+ Offense: 4 CSR Hours**

FRONT STEPS, INC.

500 E. 7th Street
Austin, Texas 78701
Phone: (512) 305-4100

**IMPORTANT:
MINIMUM 2 HOUR SHIFTS**

HMIS CLIENT CARD REPLACEMENT HOURS

AGENCY NAME Front Steps, Inc.

PHONE# (512) 305-4105

CLIENT NAME _____

DOB / /

Circle One for each...

Offense# 1st 2nd plus

Total Hours Assigned: 2 hrs 41 mins

DATE	TIME IN	TIME OUT	TOTAL HOURS	SUBTOTAL HOURS	SUPERVISOR INITIALS	DEFENDANT INITIALS

I CERTIFY THAT THE ABOVE RECORD IS A TRUE REPRESENTATION OF THE NUMBER OF HOURS WORKED
FOR THE ABOVE PERIOD.

APPROVED BY

AGENCY REPRESENTATIVE SIGNATURE (REQUIRED)

CLIENT SIGNATURE

Circle One for each...

Offense# 1st 2nd Plus

Total Hours Assigned: 2 hrs 1 hrs

DATE	TIME IN	TIME OUT	TOTAL HOURS	SUBTOTAL HOURS	SUPERVISOR INITIALS	DEFENDANT INITIALS

I CERTIFY THAT THE ABOVE RECORD IS A TRUE REPRESENTATION OF THE NUMBER OF HOURS WORKED FOR THE ABOVE PERIOD

APPROVED BY

AGENCY REPRESENTATIVE SIGNATURE (REQUIRED)

CLIENT SIGNATURE

WHEN HOURS ARE COMPLETED, RETURN THIS SHEET TO A CLIENT SERVICES SPECIALIST II WORKER AT THE DESIGNATED TIME(S). HMIS CARD IS REQUIRED TO UTILIZE SERVICES AT THE AUSTIN RESOURCE CENTER FOR THE HOMELESS.