

PARTNER AGENCY WORKFORCE CENTER MONTHLY REPORT FORM

**MONTH ENDING:** September 30, 2004

**PARTNER:** TAP THIS VALLEY WORKS - Roanoke

Services	Number Served/Expenditures
(26.25) hours spent at site	(5) interviews & (130) phone calls/374*
130 phone calls made from referrals/ (4) letters mailed/Information shared with (5) persons	

\*Expenditures are averaged per month

Workforce Center Staff & Partners: Please use the space below to share any problems, challenges, limitations, or recommendations that you may have relative to the operation of the Roanoke Virginia Workforce Center.

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NOTE: Please complete and submit to Allen Downey by the 15<sup>th</sup> of each month for the preceding month.