

# Monday Report Worksheet

(submit by noon each Monday)

Name:

Week of:

MA#:

Face To Face Appointments Completed this week				Results				
Who	Date of Appeal	Amount Asked	Date to Call Back	Undecided	No	Monthly	Annual/12	Special Cash
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**A**  Total Number of Face to Face appoints. this week

Other Appeals completed this week (letters, groups)(type: P=phone, L=Letter, G=group, O=Other)

Who/Type	Date of Appeal	Amount Asked	Date to Call Back	Undecided	No	Monthly	Annual/12	Special Cash
1								
2								
3								
4								
5								

**B**  Total Number of Appeals this week

New decisions from people I've called back or heard from, from previous weeks

Who	No	Monthly	Annual/12	Special Cash
1				
2				
3				
4				