

CHICAGO HOUSING AUTHORITY
Department of Procurement & Contracts Contract Compliance Division

SCHEDULE E – Hiring Report

The prime contractor and all subcontractors must complete this form and submit with each weekly payroll, to LCPtracker, including any Section 3 employees. The form must be complete and any missing information may result in the contractor being deemed non-compliant.

Contractor / Subcontractor: _____ CHA Contract Number: _____ Payroll Week Ending Date: _____

SECTION 3 EMPLOYEE INFORMATION	JOB TITLE	HIRE DATE	START DATE	TERMINATION DATE	RATE OF PAY
Name					
Address					
City, State, Zip					
CHA Property Name _(if applicable) : LICAR _(if applicable) :					
Social Security Number: Phone:					
Name					
Address					
City, State, Zip					
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Social Security Number: Phone:					
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Use additional sheet(s) as required

NOTE: If a Section 3 hire does not live in a CHA development or property, they are considered a Low-Income Chicago Area Resident (LICAR). You must write "yes" in the field to identify the LICARs.

PRINT CONTRACTOR'S NAME

CONTRACTOR'S SIGNATURE (or Compliance Contact)

DATE