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Employees' Manual
Title 11
Chapter L Appendix

SEEK EMPLOYMENT APPENDIX

Iowa
Department
of
Human Services

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470/3154, Administrative Order to Seek Employment

Purpose

This form orders the obligor to seek employment and provide CSRU with proof of an employment search. A cover letter is included for confidentiality when filing the document with the clerk of court.

Source

This form is automatically generated by a nightly batch program on ICAR. You may also access the FORMS menu on ICAR, and select FORMBAT to complete the variables and generate the form.

Completion

Entering "Y" in the 1ST SEEK EMPLOYMENT ORDER field on the SEEKEMP screen sends the case to the batch program. The ICAR system completes the form.

Distribution

File the original with the clerk of the district court with form 470/3195, *Proof of Service of Administrative Order to Seek Employment*. Do not file the cover letter with the clerk.

Send a copy to the obligor with form 470-3155, *Seek Employment Report*, and 13 copies of form 470/3197, *Employer Contacts*.

(ICAR generates these forms at the same time as the *Administrative Order to Seek Employment*.)

Data

ICAR completes the following when the form is generated through the batch program:

- County where the first court order for the case is entered
- Name of the obligor
- Date the form was generated
- Name of the obligor
- Name of the obligee
- Address for the obligor (cover letter only)
- CSRU address and general telephone number
- Issue date of the *Administrative Order to Seek Employment*

(You must enter this information for manually generated forms.)

470-3155, Seek Employment Report

Purpose	Form letter 470-3155, which accompanies the *Administrative Order to Seek Employment*, provides information about what the obligor is required to do and gives valid reasons for noncompliance.
Source	This form is automatically generated by a nightly batch program on ICAR as the result of worker entry on the SEEKEMP screen. You may also access the FORMS menu on ICAR and select FORMBAT to complete the variables and generate the form.
Completion	Entering "Y" in the 1ST SEEK EMPLOYMENT ORDER field on the SEEKEMP screen sends the case to the batch program. The ICAR system completes the form.
Distribution	File the original with the clerk of the district court with form 470/3154, *Administrative Order to Seek Employment*. Send a copy to the obligor with form 470/3154, *Administrative Order to Seek Employment*, and 13 copies of *Employer Contacts*. (ICAR generates these forms at the same time as the *Administrative Order to Seek Employment*.)
Data	The system enters the following: ♦ Name of the obligor ♦ Date the form is issued ♦ ICAR case number ♦ CSRU worker ID number ♦ Address of the CSRU office ♦ General telephone number of the CSRU office ♦ Date of the *Administrative Order to Seek Employment* (You must enter this information for manually generated forms.)

470-3158, Physician's Statement

Purpose

The obligor uses the *Physician's Statement* to verify that:

- The obligor has a temporary illness or disability or is pregnant, and because of this condition is unable to work, or
- The obligor is needed in the home on a full-time basis to care for a household member who has an illness or disability, and because of this person's condition is unable to work.

Source

There is no automatic generation for this form. To generate the form, manually access the form through the SKEMP process on FORMLIST or by the form number on FORMVIEW.

Distribution

Mail or hand this form to the obligor upon the obligor's request. The obligor must have this form filled out by a doctor, and return the completed form to CSRU.

Data

Enter the following information:

- Patient's name (the obligor or household member)
- Patient's date of birth (DOB)
- Patient's social security number
- Date generated (current date in the MM/DD/CCYY format)
- CSC case number
- CSRU address line 1
- CSRU address line 2
- CSRU city, state, and zip
- CSRU general phone number
- Physician's name (Get this from the obligor if the patient is a household member and not the obligor.)

(You must enter this information for manually generated forms.)

After the form generates, fill in the obligor's name in the blank near the bottom of page 2 of the form if the obligor is caring for a household member and is not the patient.

470/3195, Proof of Service of Administrative Order to Seek Employment

Purpose	Form 470/3195 is used to provide proof of service of the *Administrative Order to Seek Employment*, form 470/3154.
Source	This form is automatically generated by a nightly batch program which runs as the result of worker entry on the SEEKEMP screen. You may also access the FORMS menu on ICAR, and select FORMBAT to complete the variables and generate the form.
Completion	Entering "Y" in the 1ST SEEK EMPLOYMENT ORDER field on the SEEKEMP screen sends the case to the batch program. The ICAR system completes the form.
Distribution	File the original with the clerk of the district court, along with form 470/3154, *Administrative Order to Seek Employment*.
Data	After the form generates, complete number 2, the date on which the *Administrative Order to Seek Employment*, form 470/3154, was served on the obligor (the date the order was mailed).

470/3196, Acknowledgment and Notice of Decision

Purpose

Form 470/3196 is a notice informing the obligor of CSRU's decision. It includes a cover letter for confidentiality when filing the notice of decision with the district clerk of court.

Source

This form is automatically generated by a nightly batch program which runs as the result of worker entry on the SEEKEMP screen. The ICAR system completes the form. You may also access the FORMS menu on ICAR, and select FORMBAT to complete the variables and generate the form.

Completion

Send this notice to the obligor who has given a reason for noncompliance with the *Administrative Order to Seek Employment*. Any of these actions sends the case to the nightly batch program:

- Entering "Y" in the VALID NONCOMP (Y/N) field on the SEEKEMP screen.
- Making changes are made to the VALID NONCOMP (Y/N) field, the NONCOMP TYPE CODE field, or the EXPIRES field on the SEEKEMP screen.

Distribution

Save the original and file with the clerk of district court at the end of the seek employment process. Do not file the cover letter with the clerk. Mail a copy to the obligor.

Data

ICAR enters the following information:

- Date generated (current date in the MM/DD/CCYY format)
- CSC case number
- Court order number
- County
- Obligor's name
- Obligor's address (on cover letter only)
- Obligee's name
- CSRU address line 1
- CSRU address line 2
- CSRU city, state, and zip code
- CSRU general phone number
- Date the *Administrative Order to Seek Employment* was issued

If the obligor has a valid reason for noncompliance, ICAR prints a paragraph providing the reason for noncompliance.

If the obligor does not have a valid reason for noncompliance, ICAR prints a paragraph stating that the obligor must comply with the seek employment order.

(You must enter this information for manually generated forms.)

470/3197, Employer Contacts

Purpose

The obligor is required to fill out one form 470/3197 each week and send it back as proof of compliance with the *Administrative Order to Seek Employment*.

Source

This form is automatically generated by a nightly batch program on ICAR as the result of worker entry on the SEEKEMP screen. You may also generate the form manually by typing the form number on the FORMBAT screen, pressing Pf5, and completing the variables.

Completion

Send 13 copies of the form to the obligor with the *Administrative Order to Seek Employment*, form 470/3154. The form generates automatically along with form 470/3154 when you enter "Y" in the 1ST SEEK EMPLOYMENT ORDER field of the SEEKEMP screen.

When a completed form is returned, note the date in the COMMENT field of the SEEKEMP screen.

Distribution

Assemble and mail the 13 copies of the form to the obligor along with:

- Form 470/3154, *Administrative Order to Seek Employment*
- Form 470-3155, *Seek Employment Report*

Data

The system enters the following:

- CSC case number
- Obligor's name
- Week of the employer contact report
- CSRU address

The obligor completes the following:

- Employer name
- Employer address
- Employer contact person
- Contact person's phone number
- Date of contact
- Obligor's signature
- Request for additional forms

470/3198, Notice of Noncompliance With Order to Seek Employment

Purpose

Form 470/3198 notifies the obligor of noncompliance with the seek employment order. A cover letter is included with the notice for confidentiality when filing the notice with the clerk of district court.

Source

This form is automatically generated by a nightly batch program which runs as the result of worker entry on the SEEKEMP screen. You may also access the FORMS menu on ICAR, and select FORMBAT to complete the variables and generate the form.

Completion

Generate this form if you have not received at least six *Employer Contacts*, form 470/3197, from the obligor after 60 days from the date the seek employment order was issued. Also send the form at the termination of the seek employment order if the obligor has failed to comply.

Entering "N" in the SIX WEEK COMPLIANCE field of the SEEKEMP screen sends the case to the nightly batch program. The ICAR system completes the form.

Distribution

File the *Notice of Noncompliance With Order to Seek Employment* with the clerk of court and ask for a file-stamped copy for the case file. Mail a copy to the obligor.

Data

ICAR enters the following information

- Obligor's name
- Obligor's address (cover letter only)
- Date generated (current date in MM/DD/CCYY format)
- CSC case number
- Effective date of the *Administrative Order to Seek Employment*
- CSRU address line 1
- CSRU address line 2
- CSRU city, state, and zip
- CSRU general phone number

(You must enter this information for manually generated forms.)