



December 31, 1996

**GENERAL LETTER NO. 11-L-AP-1**

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual, Title 11, Chapter L, *Seek Employment Appendix*, Title page, new; Contents (page 1), new; pages 1 through 7, new; and the following new forms:

- 470-3154 *Order to Seek Employment*
- 470-3155 *Seek Employment Report*
- 470-3158 *Physician's Statement*
- 470-3195 *Proof of Service of Order to Seek Employment*
- 470-3196 *Acknowledgment and Notice of Decision*
- 470-3197 *Employer Contacts*
- 470-3198 *Notice of Noncompliance With Order to Seek Employment*

**Summary**

*Seek Employment* is a new manual chapter. It provides written direction on how CSRU uses the seek employment process to require obligors with no verified employer, who are delinquent in their support obligations, to conduct a documented job search. This chapter explains:

- ◆ The criteria which must be met for CSRU to use the seek employment process.
- ◆ The responsibilities of obligors who receive a seek employment order and CSRU procedures for monitoring obligor compliance with the requirements of the order.
- ◆ The process by which an obligor may request an exemption from a seek employment order, and the valid reasons for exemption.

**Effective Date**

Immediately.

**Material Superseded**

None.

**Additional Information**

All of these forms are produced through the ICAR system.

Refer questions about this general letter to your regional collections administrator.



November 4, 1997

**GENERAL LETTER NO. 11-L-AP-2**

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual, Title 11, Chapter L, *Seek Employment Appendix*, Contents (page 1) revised; pages 1 and 4, revised; and the following forms:

- 470-3154 *Administrative Order to Seek Employment*, revised
- 470-3195 *Proof of Service of Administrative Order to Seek Employment*, revised

**Summary**

This letter revises two of the forms used in the seek employment process, and updates the description of the use of the forms.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 11, Chapter L, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 31, 1996
1, 4	December 31, 1996
470-3195	9/96
470-3154	9/96

**Additional Information**

Refer questions about this general letter to your regional child support administrator.



THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

October 19, 1999

**GENERAL LETTER NO. 11-L-AP-3**

ISSUED BY: Bureau of Collections, Division of Child Support, Case Management, and  
Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter L, *Seek Employment Appendix*, page 3,  
revised; and form 470-3158, *Physician's Statement*, revised.

**Summary**

This appendix explains the use of the revised form associated with the seek employment process. The obligor uses the form to verify either:

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

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 11, Chapter L, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-3158	September 1996
3	December 31, 1996

**Additional Information**

Refer questions about this general letter to your regional collections administrator.



February 26, 2002

GENERAL LETTER NO. 11-L-AP-4

ISSUED BY: Bureau of Collections
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter L, SEEK EMPLOYMENT APPENDIX,
Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; page
8, new; and the following revised forms:

- 470/3154 Administrative Order to Seek Employment
470-3155 Seek Employment Report
470-3158 Physician's Statement
470/3195 Proof of Service of Administrative Order to Seek Employment
470/3196 Acknowledgment and Notice of Decision
470/3197 Employer Contacts
470/3198 Notice of Noncompliance With Order to Seek Employment

Summary

This appendix explains the use of the revised forms associated with the seek employment
process. All forms were revised to comply with confidentiality policy and in association with
changes to the seek employment program.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 11, Chapter L, Appendix, and
destroy them:

Table with 2 columns: Page, Date. Rows include Title Page (Dec 31, 1996), Contents (page 1) (Nov 4, 1997), 470-3154 (5/97), 1 (Nov 4, 1997), 2 (Dec 31, 1996).

470-3155	12/96
470-3158	9/99
3	October 19, 1999
4	November 4, 1997
470-3195	8/97
470-3196	9/96
5, 6, 7	December 31, 1996
470-3197	9/96
470-3198	9/96

**Additional Information**

Refer questions about this general letter to your regional collections administrator.