

Iowa Department of Human Services  
Seek Employment Report

Date:  
Case Number:

Worker ID:  
Child Support Recovery Unit

Tel.

Enclosed is an order to Seek Employment which was filed with the clerk of court on or about . This order requires you to look for work. Each week you must make at least five attempts to find work. You must also report these attempts weekly to the Child Support Recovery Unit (the Unit). Do not report the same employer more than once per week. Report your weekly contacts on the enclosed forms. You must return weekly reports for three months or until the Court or the Unit says otherwise.

If you can't look for work, you must notify the Unit. The Unit may ask you to prove that you have a valid reason for not looking for work (noncompliance).

Valid reasons for noncompliance are:

- \* You get Social Security Disability (SSD), Supplemental Security Income (SSI) or FIP payments.
- \* You or another household member has a temporary illness/disability that prevents you from seeking or accepting employment.
- \* You are a high school student.
- \* You are confined in a jail or prison.
- \* You participate in a supervised substance abuse treatment program that is associated with a substance abuse treatment center.
- \* You participate in a job-training or job-seeking program through Iowa Workforce Development because you get food stamps.
- \* You are employed or self-employed.
- \* You are paying both the current support due each month plus 20 percent for past due amounts, and you continue to do so for the length of the seek employment order (this is the amount you would have to pay through income withholding).

IF YOU DO NOT DO WHAT THIS ORDER SAYS ACCORDING TO IOWA CODE SECTION 252B.21, IT IS EVIDENCE OF A WILLFUL FAILURE TO PAY SUPPORT FOR PURPOSES OF CONTEMPT OF COURT. SEE SECTION 598.23A, CONTEMPT PROCEEDINGS FOR FAILURE TO PAY SUPPORT.

POLICY ON NONDISCRIMINATION

No person shall be discriminated against because of race, color, national origin, gender, age, mental or physical disability, creed, religion, or political belief when applying for services from the Iowa Department of Human Services. If you think you have been the object of discrimination, you may file a complaint with the Iowa Department of Human Services by completing a Discrimination Complaint Form. This form can be obtained from any Human Services office or the Diversity Programs Unit. You may also file a complaint with the Iowa Civil Rights Commission (if you feel you were discriminated against BECAUSE OF your race, creed, color, national origin, gender, religion, or disability): or the United States Department of Health and Human Services, Office for Civil Rights.

Iowa Department of Human Services  
Diversity Programs Unit  
Hoover State Office Building 1st Fl  
Des Moines IA 50319-0114

Iowa Civil Rights Commission  
211 E. Maple St. 2nd Fl  
Des Moines IA 50309-1858

US Department of Health and Human Services  
Office for Civil Rights Region VII  
601 E 12th St Rm 248  
Kansas City MO 64106-2808