

Iowa Department of Human Services  
Administrative Order to Seek Employment  
Cover Letter

Date:

Case Number:

Court Order Number:

To:

County:

Obligee:

Obligor:

Third Party:

This letter is to tell you that the Child Support Recovery Unit (the Unit) has filed an administrative order to seek employment according to Iowa Code Section 252B.21. The attached order and documents explain your responsibilities.

If you have any questions about this letter or the enclosed order, please contact the Unit office listed below.

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Child Support Recovery Unit

Telephone:

This matter comes before the Child Support Recovery Unit (referred to as the "Unit") on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The Unit FINDS:

1. That \_\_\_\_\_ is the obligor in this case, and has been previously ordered by the Court to pay support. The Unit will file this Administrative Order to Seek Employment with the following support order(s):

2. The Unit cannot verify an employer and the obligor has failed to make support payments, so there is a delinquency of at least the amount of support owed for three months.

THEREFORE, the Unit, according to Iowa Code Section 252B.21, enters an ADMINISTRATIVE ORDER FOR THE OBLIGOR TO SEEK EMPLOYMENT AND:

- 1) The obligor:
  - (a) Shall begin seeking employment no later than fifteen days from the date of this order.
  - (b) Shall complete and return Form 470-3197, SEEK EMPLOYMENT EMPLOYER CONTACTS, to the Unit. The report shall include the names, addresses, and telephone numbers of at least five employers or businesses the obligor contacted in attempts to seek employment (or with whom the obligor has found employment). The report shall also include the name of the person at each employer to whom the obligor applied for or inquired about employment. The same employer may not be reported more than once a week. The obligor shall return the first report twenty-one days from the date of this order. The obligor shall return additional reports on a weekly basis from then on.
  - (c) Shall, on request, provide verification to the Unit of any reason for not complying with the order.
- 2) This order is binding for three months from the date issued. Valid reasons for not complying with this order are listed in Form 470-3155, Seek Employment Report.
- 3) Failure to comply with this order is evidence of a willful failure to pay support under Iowa Code Section 598.23A.

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The Child Support Recovery Unit

Tel.