



## **WORK SEARCH INSTRUCTIONS**

You must perform at least 5 work search actions in each week or as many as the court has ordered you to do  
Examples of Valid vs Invalid Work Search Actions (List is not intended to be all-inclusive)

### **Valid Work Search Actions**

- Submitting a resume or application
- Taking a civil service exam
- Non-mandatory re-employment service
- Registering with placement facility or headhunter
- Posting resume on employment website
- Meeting with career counselor
- Participating in job interview
- Participating in weekly professional networking group

### **Invalid Work Search Actions**

- Viewing job leads (but not applying)
- Contacting employers to learn that no openings exist/applications are not being taken
- Submitting application for unsuitable work
- Submitting application to same employer within a 6 month period (unless a new job becomes available/posted)
- Subsequent/duplicate posting of resumes on job search websites (unless part of the application for specific job)
- Incomplete work search log (missing key information such as week ending date, date of contact within that week, business/employer name or contact information for method of contact listed)

You must actively look for work. The Child Support Agency may request more detailed evidence of your work search actions at any time.

The Child Support Agency may request proof from the employer or contact the employer at any time.

**If you knowingly give us false statements about your work search action, you may be found in contempt and sentenced to jail.**