



Lac Courte Oreilles Child Support Program

13394 W Trepania Rd. Hayward, WI 54843

Phone: 715-634-8934 Fax: 715-634-0080 Toll Free: 1-800-633-6093

WORK SEARCH INSTRUCTIONS

1. You have been court ordered to search for work whenever you are unemployed/under employed/self-employed and not meeting your ordered support obligation(s).
2. You are required to report your employment search efforts. Work search forms must be delivered to our office once per week until employment is gained or until your support obligation is being met in full. You may email (and in some cases call in) your work search information to your caseworker; however, it is your responsibility to confirm the information has been received. You may also deliver or mail your work search form(s) directly to our office.
3. In addition to seeking and report efforts of gaining employment, you must also register with either the **WI Job Center** *or, if you are located in Northern Wisconsin, NW CEP, Inc.*
WI Job Center: Use the Job Center's resources in seeking employment (resume creation, internet access, etc). Create a user name and log in identity to apply for positions via the Job Center website. You can find your closest Job Center by calling 1-888-258-9966. The closest Job Center to LCO Child Support is now located in Spooner, WI and can be reached at 715-635-2175, located at 522 Service Road Spooner, WI 54801, or <https://jobcenterofwisconsin.com>
NW CEP, Inc: 15618 Windrose Ln. Hayward, WI 54843 (Next to L&M) or www.nwcep.org
4. Follow these instructions in completing your work search form(s):
 - Complete the top of the form entirely (name, date, address, phone)
 - You must apply in person or on-line. **Telephone contacts are not acceptable.**
 - If you apply for a position on-line, list the business name, their website, their telephone number, the date you applied and if possible, a print out of your submitted application/resume.
 - Include a comment on the results of the contact or application. For example; what kind of job you applied for, was an application filed, interview scheduled, etc.
 - Do not list an employer you have already contacted unless that employer advised you to reinitiate contact due to a possible opening or change in employment opportunity.
 - **You are required to make a minimum of 2 employment contacts each week unless otherwise ordered by the court.**
 - Submitting forms late or failure to complete work searches may result in court action.
 - Notify your caseworker within 10 days of gaining employment.
 - If you need assistance in seeking employment, please contact your caseworker.

Lac Courte Oreilles Child Support Program will verify the information that you provide.