

IN THE COMMON PLEAS COURT OF MERCER COUNTY, OHIO

Name of Participant

Case Number

Pursuant to the rules and regulations of the Seek Work Program, the purpose of the program is to assist in finding employment for persons who are court ordered to pay child support. Participants must actively seek work and attend the Seek Work Program until they are employed for thirty (30) or more hours per week.

SEEK WORK PROGRAM RULES, REGULATIONS AND RELEASE

1. The Seek Work Program is held on second and fourth Tuesdays on the third floor of the Mercer County Courthouse. The Participant, _____, must initially appear on the Second Tuesday of each month at 8:45 a.m., and bring record of job contacts. All participants must appear promptly at their scheduled time. **Failure to appear may result in a Bench Warrant being issued for your arrest.**

2. The Seek Work Program will be cancelled only on a legal holiday, or if the Celina City School are **closed** due to inclement weather.

3. **NO CHILDREN SHALL BE PERMITTED IN THE SEEK WORK PROGRAM.** In addition, participants must dress as if attending a job interview. Each participant must be groomed and dressed in appropriate attire. No hats or cut-off clothing shall be permitted.

4. If unable to appear at the Seek Work Program, participants must call 419-586-7961 at 8:00 a.m. and leave a message with name and reason for failure to appear. This may prevent a bench warrant being issued but does not excuse attendance from the program.

5. In addition to weekly attendance at the Seek Work Program, the Court orders:

A. Each participant must apply for four (4) jobs each day, excluding weekends and legal holidays. Proof of these job applications shall be on forms distributed by the Mercer County Child Support Enforcement Agency (CSEA) and presented to this Court at the Seek Work Program. **Participants are restricted from re-applying at the same business within a four (4) week period of time.** In addition, each participant is required to register with OhioMeansJobs, and enroll in the programming offered to assist with their employment search.

B. If no employment has been obtained within ten (10) weeks of attendance at the Seek Work Program, a participant may be ordered to apply at five (5) jobs each weekday and appear at CSEA at 8:30 a.m. each weekday, excluding Tuesday, to present the job search forms for review.

Seek Work Program Rules and Regulations

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C. If no employment has been obtained within twenty (20) weeks of attendance at the Seek Work Program, a participant may be ordered to appear at a Show Cause Hearing. At that time, the Court may make orders that better address a participant's individual needs. **Participants are advised that lack of active participation may result in citations for contempt of court.**

D. For purposes of complying with the daily job application requirement, participants are limited to INTERNET applications in which no other means of application is provided. A participant shall attach proof of INTERNET application to the weekly report.

E. If the Court deems it necessary, an eligible participant may be ordered to schedule an appointment with Foundations Behavioral Services or may be ordered to attend G.E.D. courses, job training, addiction treatment, including random drug testing, and personal counseling.

6. All valid offers of employment must be accepted except for good cause. Once employed, employment may not be terminated except for good cause.

7. All participants shall report **in writing** to CSEA within twenty-four (24) hours to report a change in employment status, change of address, or change of children's address.

I, the undersigned, acknowledge that by order of the Common Pleas Court of Mercer County, Ohio, I am hereby enrolled in the Seek Work Program. By signing this document, I authorize the Mercer County Child Support Enforcement Agency, Foundations Behavioral Services, Mercer County Job & Family Services, WIOA, OOD, BVR, and any other agency participating in the Seek Work Program, to release any information regarding my participation in the program to each other and communicate this information to the Court. All directives of these agencies may become orders of this Court and enforced along with the Seek Work Program Rules and Regulations as set out below and incorporated as a part of the order to attend the Seek Work Program.

The Rules and Regulations of the Seek Work Program are enforceable as orders of this Court. Any violation of the program's rules and regulations may result in a charge of contempt. If found guilty of contempt for failure to obey the rules and regulations of the Seek Work Program, a participant may be ordered to serve a jail sentence of up to thirty (30) days for the first offense, sixty (60) days for the second offense, and ninety (90) days for the third offense.

I have been provided a copy of the foregoing rules and regulations and they were read and explained to me.

Participant

Date

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Witness

Contact Telephone Number

Email Address