

Department of Child Support Services

Seek Work Order Instructions

You are ordered to do the following:

1. Starting immediately, you must seek employment with at least ten (10) employers per week. This must include applying in person with at least two (2) employers.
2. You must report the names, addresses, telephone numbers, contact persons, positions applied for, and contact results to the Department of Child Support Services (DCSS) on the attached "WORK SEARCH CONTACT LOG" at least two (2) days prior to the next hearing.
 - a. You must have a full page of twenty (20) contacts for each two (2) weeks starting the date you were ordered to seek work.
 - b. You may email your logs to SacramentoCountyDCSS@saccounty.gov.
3. You must sign in or register with CalJOBS (www.caljobs.ca.gov) within one week.
4. You must create or update your resume in CalJOBS within two weeks.
5. You must attend at least four (4) different workshops through CalJOBS to aid in your work search efforts.
 - a. Workshops include, but are not limited to: *Interviewing Techniques, Job Readiness Skills, Marketing Yourself, Mastering CalJOBS, and Soft Skills.*
6. You must attend a **Sacramento Employment and Training Agency (SETA)** job center orientation (locations can be found at www.sacramentoworks.org) within three (3) weeks and meet with a coach. You must provide proof that you met with a coach to DCSS at least two (2) days prior to the next hearing via email to SacramentoCountyDCSS@saccounty.gov.
 - a. If you do not reside in Sacramento County, you must contact your local employment and training agency to complete this requirement.
7. You must notify DCSS by phone (866-901-3212) within five (5) days of employment with the employer's name, address, and telephone number, as well as the details of your wages, salary, and benefits.
8. You are ordered to return for a review hearing on the date listed on the Order After Hearing.

Failure to return for the review hearing may result in a bench warrant for your arrest.

Failure to comply with the order to seek work may result in an allegation of contempt for violation of the order.