

How to Submit a Work Search Report to the FOC

To submit a Work Search Report to the FOC, please fill out the attached form.

Submit Online

Computer/Laptop

1. Fill out the form below in a pdf viewer, such as Adobe Reader ([available for free here](#))
2. After you have filled out the form and signed it with your electronic signature, save the form and then go to the [FOC Form Submissions Page](#).
3. Fill in your name, email address, phone number, and case number on the Form Submission page. Attach your completed form at the bottom of the page by clicking the "Choose File" button. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

Smart Phone

1. Install the [Adobe Acrobat Reader App](#) on your phone, for free.
2. Open the form, using the Adobe Acrobat Reader App. You can then fill in, sign and save the form on your phone.
3. After you have completed the form, save and then go to the [FOC Form Submissions Page](#).
4. Fill in your name, email address, phone number, and case number on the form submission page. Attach your completed form at the bottom of the page. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

Submit by Mail

You can fill out the form, print it, sign it and mail it to our office:

**Kent County Friend of the Court
82 Ionia NW, STE 200
Grand Rapids, MI 49503**

Submit Through Drop Box at 82 Ionia (1st floor just past security checkpoint)

You can fill out the form, print it, sign it and drop it off in the drop box on the **first floor of 82 Ionia Ave NW, Grand Rapids, 49503**. The drop box is located just past the security checkpoint.

Submit Through MiChildSupport

You can also submit this form through your MiChildSupport case using the 2-way communicator. Visit: www.michigan.gov/michildsupport.

If you are interested in the employment assistance program, your case manager will contact you at the phone number provided on your Work Search Form to review your case(s) for eligibility.

Work Search Report

If you cannot pay your full support payment, you must report a **minimum of 20 places** where you have applied to work. Reporting does not stop your child support charge. If you are medically unable to work, you must provide a current doctor's statement.

Name: _____ Date of Birth: _____

Case # (all): _____

Social Security Number: _____ Phone Number: _____ **Is this new?**

Address: _____
_____ **Is this new?**

Email Address: _____ **Is this new?**

If you live in or near Kent County and need help finding employment and need help, would you be interested in the Friend of the Court's Resources for Parents Program (RPP)?

Yes, I would be interested

No, not at this time

Tell us how you are supporting yourself (list monthly amounts). **If you do not, we may take enforcement action.**

Unemployment Benefits \$ _____ Worker's Compensation \$ _____

Insurance Payments \$ _____ Social Security Benefits \$ _____

VA Benefits \$ _____ Retirement Benefits \$ _____

Self-Employment/1099 \$ _____ Student Loans \$ _____

Cash Assistance \$ _____ Food Assistance \$ _____

Friends/Relatives \$ _____ Other/odd jobs \$ _____

***If you have a source of income and money is not withheld you are responsible to pay on your own. Even if you can't pay the full amount, pay as much as you can.**

Any other information regarding your inability to pay: _____

You must include the potential employer's **name, address and phone number.**

Potential Employer's Name, Address & Phone Number (include area code)	Contact Person	Did you apply online?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Signature

Date

What month is this report intended for? _____

Please send me more work search forms.

Forms are also available online at <http://www.accesskent.com/Courts/FOC/pdfs/WorkSearchReport.pdf>

Please return to Kent County Friend of the Court, PO Box 351, Grand Rapids, MI 49501-0351

Fax: 616-632-6882 or Email: foc.mail@kentcountymi.gov