

**877—28.1(96,84A) Forms.** Forms listed below in numeric sequence are the forms used by the division of workforce development center administration. The listing includes: claims and benefit forms, job orders and related areas, order filling and related areas, alien employment certification, complaints, work force investment program, mentoring program, Iowa conservation corps, state labor management program, work opportunity tax credit, job training partnership program, and Trade Act of 1974 forms.

Generally, the employer does not have to request the forms used in the claims and benefit procedures since the division sends them automatically after a claim for job insurance has been filed by a former employee or one who is on a laid-off status. The claimant will receive many of these forms in the local workforce development center during or following the filing of an initial claim or within the nonmonetary determination or continued claim process. Similarly the employer does not have to request the forms used in the contribution (tax) and charges procedure or in the employer records and reports procedures since the division sends them automatically. However, if the forms are not received, the employer must obtain them from Department of Workforce Development, 1000 East Grand Avenue, Des Moines, Iowa 50319.

The job order, job application and related forms are forms used by applicants, employer, or division employees when an individual is seeking work through a workforce development center or when an employer uses the workforce development centers to fill job vacancies to obtain job applicants. The forms are either supplied or obtainable from the division at 150 Des Moines Street, Des Moines, Iowa 50309.

This rule is intended to implement Federal Regulation 7 CFR 273.7(d) and Iowa Code chapters 96 and 84A.