

IOWA WORKFORCE DEVELOPMENT
P.O. Box 10331
Des Moines, Iowa 50306

INSTRUCTIONS TO EMPLOYER

Whenever a worker leaves or refuses your employment for any reason that you believe disqualifies the individual from receiving unemployment insurance benefits, you should notify IOWA WORKFORCE DEVELOPMENT by completing this Notice of Separation form, 60-0154. The Notice of Separation can also be filed by calling (515) 281-3865 and providing the information by telephone. If you provide the information over the telephone, you do not need to send a paper copy of this form.

THE ORIGINAL COPY of this form must be postmarked or received by Iowa Workforce Development within ten days from the date of the notice of claim. You may keep a duplicate copy of the form for your file.

DO NOT use this form if the worker was laid off for lack of work, regardless of whether the work was permanent or temporary.

IF A WORKER FILES an unemployment insurance claim, you will receive notice of that filing by a Notice of Claim or through the scheduling of a fact-finding interview with you and the claimant.

IF A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS IS FILED, IOWA WORKFORCE DEVELOPMENT will schedule a fact-finding interview and take the statements from both the worker and the employer. A decision will then be made regarding the worker's eligibility for unemployment insurance benefits.

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