

# THREE THINGS EVERY EMPLOYER MUST KNOW ABOUT CHILD SUPPORT

The Child Support Enforcement Program is a federal and state effort that collects child support payments for children. As an employer, you play a vital role in ensuring the financial security of millions of children by working cooperatively with the Child Support Enforcement Program.

## EMPLOYERS' THREE PRIMARY RESPONSIBILITIES FOR CHILD SUPPORT

### 1. NEW HIRE REPORTING (NHR)

- NHR is the process by which employers report information on newly hired employees to a designated state agency shortly after the date of hire.

For each new employee, employers must:

- At a minimum, report employee name, address, and Social Security number; and employer name, address and Federal Employer Identification Number. These elements are listed on the W-4 form (some States require more data).
- Report within 20 days of hiring.

**New Hire Reporting** is important because new hire reports are matched against child support records at the state and national levels to find parents who are not paying their child support.

By participating in New Hire Reporting, employers can also reduce fraud. State agencies operating unemployment insurance and workers' compensation programs may use new hire information to detect erroneous benefit and public assistance payments.

### 2. INCOME/MEDICAL SUPPORT WITHHOLDING AND REMITTANCE

- When an employer receives an income withholding order/notice from a child support enforcement agency or court, the employer must begin withholding and continue withholding until he/she receives official notification to stop.

A standardized form instructs employers about timeframes, amounts for withholding, and the place to remit payments. The form also specifies the purpose for a particular withholding such as current child support, past-due support, medical expenses, cost and fees.

### 3. PROVIDING INFORMATION ON EMPLOYMENT VERIFICATION AND TERMINATED EMPLOYEES

- Employers may be asked to verify an employee's employment status, wages and benefits. Employers must also notify the child support agency if an employee with a child support income withholding order leaves the job for any reason.

#### MORE INFORMATION ABOUT EMPLOYERS AND CHILD SUPPORT:

- Office of Child Support Enforcement (OCSE) web site (features links to all states) [www.acf.hhs.gov/programs/cse/](http://www.acf.hhs.gov/programs/cse/)
- **OCSE Employer Information Line (202) 401-9267, 7:30 a.m. – 5:30 p.m. ET**

Thank you for helping to build a strong partnership between employers and child support programs across the country. Your cooperation improves the lives of our nation's children.



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Administration for Children and Families  
Office of Child Support Enforcement