

MODULE 7: SUMMARY & REVIEW

TRAINING NOTES

See **Hand-out #10, Helpful OCSE Website Addresses** in the Appendix.

Where to Get More Information

- Website of the **Federal Office of Child Support Enforcement:**
www.acf.dhhs.gov/programs/cse/
 - Employer information
 - Links to 50 states and territories

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5/24/02

7.1 WHERE TO GET MORE INFORMATION

- Website of the federal Office of Child Support Enforcement:
<http://www.acf.hhs.gov/programs/cse/>
 - links to 50 States and U.S. territories
 - contains information for employers such as forms, policy, and directories.

TRAINING NOTES

COURSE SUMMARY

- Four basic responsibilities of employers
- New Hire reporting
- Calculating the current amount to withhold
- Medical support

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1/23/03

7.2 COURSE SUMMARY

- Four basic responsibilities of the employer:
 1. Report newly hired employees and respond to employment verification requests
 2. Withhold income for child support
 3. Disburse withheld child support payments
 4. Report terminations

- Purpose, benefits, and steps of New Hire reporting
 - Purpose: To locate non-paying parents who owe child support.
 - Benefits: Improves child support collections, and state agencies operating unemployment insurance and workers' compensation programs use new hire employment information to detect and prevent erroneous benefit payments and erroneous receipt of public assistance payments.
 - Report six data elements about your new employee, within 20 days of hire.

- Calculating the correct amount of child support to withhold:
 - Apply CCPA limits to disposable income to arrive at allowable disposable income, which is available for child support withholding.
 - Take into account any imputed income.
 - Handling multiple child support orders.

- Handling medical support
 - If you offer health insurance to your employees, and the employee is eligible for enrollment, you must enroll the child as his dependent in accordance with the National Medical Support Notice.
 - Deduct the premiums for the child from the employee's pay.
 - OR you may simply be required to withhold an additional cash amount to cover medical expenses (or premiums paid by the custodial parent).

TRAINING NOTES

COURSE SUMMARY

- Special situations
- Remitting the child support payments
- When child support withholding takes precedence

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COURSE SUMMARY

Importance of your cooperation with the
Child Support Enforcement Program:

- You collect 70%
- You save taxpayers' money
- You prevent and reduce fraud
- You lower UI premiums

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3/5/02

Thank you from the children of
America!



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1/11/02

- Special situations
 - Multiple child support orders for one employee (prorate across all orders or divide equally).
 - Not enough money available to fully pay the ordered amount (take maximum allowable).

- Remitting the child support payments
 - Most likely destination: State Disbursement Unit (SDU)
 - Remittance methods: mail, or Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI)
 - Remittance deadline: within seven (7) business days, **or sooner**.

- When child support withholding takes precedence
 - Almost always! (Except when an Internal Revenue Service tax levy is entered prior to the child support order; in certain bankruptcy cases.)

- Importance of your cooperation with the Child Support Program
 - You collect nearly 70 percent of all child support.
 - You save taxpayers' money .
 - Child support collections reimburse public assistance spending and reduce costs for other social programs such as Medicaid and food stamps.
 - You prevent or reduce fraud.
 - This in turn should reduce the amount of unemployment insurance premiums that you have to pay as an employer.
 - You contribute to a more stable workforce.
 - Some of your own employees may be *receiving* child support, and with it, financial peace of mind.
 - You help kids!

TRAINING NOTES

Answer Key to Final Review (facing page questions):

1. a, c, e, g
2. a, b, c, d
3. c, a

7.3 FINAL REVIEW: SUPPORTING AMERICA'S CHILDREN HOW-TO CHILD SUPPORT TRAINING FOR FEDERAL AGENCIES

1. Circle the four basic responsibilities of federal agencies for compliance with the Child Support Enforcement Program:
 - a) Reporting newly hired employees to the National Directory of New Hires
 - b) Terminating employees with child support withholding orders
 - c) Withholding child support payments from employees' pay when so ordered
 - d) Sending withheld child support payments to the Internal Revenue Service
 - e) Sending withheld child support payments to the appropriate state child support enforcement agency
 - f) Protecting employees' rights by not responding to requests for employment information from state agencies
 - g) Informing the state child support enforcement agency when an employee owing child support is no longer employed by your agency.

2. The New Hire Reporting Program is important because it allows the Child Support Enforcement Program to: *(circle all that apply)*
 - a) Find non-paying parents who owe child support in one state, but live in another state
 - b) Prevent unlawful or erroneous receipt of public assistance
 - c) Provide very timely data on whereabouts of working parents
 - d) Prevent unlawful or erroneous payment of unemployment insurance to employed persons
 - e) Impound the vehicles used by employees to drive to work

3. The Child Support Enforcement Program was created in
 - a) 1955
 - c) 1975
 - b) 1968
 - d) 1982and originally provided services to:
 - a) limited population of Aid to Families with Dependent Children (AFDC or welfare) recipients
 - b) orphans under the age of 13
 - c) all Americans who applied for child support services.

TRAINING NOTES

Answer Key to Final Review (facing page questions):

4. d, c, e, b, a
 - FPLS Federal Parent Locator System
 - OCSE Office of Child Support Enforcement
 - IV-D Title "Four-Dee" of the Social Security Act
 - NCP Non-custodial parent
 - SDU State Disbursement Unit
5. a, b, d, f, g, h
6. False. Not less than 12 days or more than 16 days apart.
7. True
8. True

4. Match the acronym with the correct phrase:

- | | |
|------|--|
| NCP | a) Federal Parent Locator System |
| IV-D | b) Office of Child Support Enforcement |
| SDU | c) Title "Four-Dee" of the Social Security Act |
| OCSE | d) Non-custodial parent |
| FPLS | e) State Disbursement Unit |

5. Circle the 6 data elements that are required to be reported for every newly hired federal employee:

- a) Employee's Social Security Number
- b) Employer's name
- c) Date of birth
- d) Employee's address
- e) Date of hire
- f) Employer's address
- g) Employee's name
- h) Employer's FEIN (Federal Identification Number)

6. TRUE or FALSE? Electronic transmission of new hire reports to the National Directory of New Hires must occur not less than 10 days or more than 18 days apart.

7. TRUE or FALSE? Child support enforcement agencies have the authority to establish child support orders by asking employers to inform the agencies about pertinent financial and medical coverage data for non-custodial parent-employees.

8. TRUE or FALSE? The following steps are in the correct order for determining the amount of child support that can be withheld from a non-custodial parent's paycheck:

- 1) Take the employee's gross pay.
- 2) Deduct the mandatory deductions allowed for federal employees (determine the disposable income).
- 3) Take the CCPA percentage limit for the employee, based on information in the withholding order (if employee owes 12 weeks or more in arrears; if employee is supporting a second family).
- 4) Multiply the disposable income by the CCPA percentage to arrive at the allowable disposable income.
- 5) Deduct the ordered amount of child support up to the total amount of allowable disposable income.

TRAINING NOTES

Answer Key to Final Review (facing page questions):

9. 3 Outstanding tuition payment to USDA Graduate School
 4 Garnishment to Wal-Mart
 2 Child support withholding
 1 IRS tax levy (if received PRIOR to child support withholding order)
10. No
11. True
12. b, c
13. Yes
14. National Medical Support Notice; employer; plan administrator; does not
15. a, f - NOT to US Post Office, non-custodial parent

9. After deducting income taxes, health insurance premiums (for the employee) and Thrift Savings Plan contributions, in which order would you make deductions from your employee's paycheck? (*please number 1 to 4*)

- 3 _____ Outstanding tuition payment to USDA Graduate School
- 4 _____ Garnishment to Wal-Mart
- 2 _____ Child support withholding
- 1 _____ Tax levy to the Internal Revenue Service

10. YES or NO? Is imputed income, such as monthly parking garage fees paid by the federal agency-employer, a deduction when calculating the disposable earnings allowed for child support?

11. TRUE or FALSE? The open enrollment season for health care coverage can be completely ignored when signing up an employee's child for coverage pursuant to a medical support order.

12. Circle the method(s) used to pay multiple child support orders for a single employee when there is not enough allowable disposable income to pay the full amount of all orders for current support:

- a) Withhold for the order that was first received.
- b) Withhold a certain percentage for each order based on the total amount owed for all orders.
- c) Withhold an equal amount for each order.
- d) Withhold for the order covering the oldest child.

13. YES or NO? Is it possible for a federal employee to take home only 35 percent of his paycheck because of child support withholding?

14. Eventually, all orders for medical support will be sent to employers on a two-part standardized form called the NMSN _____. Part A goes to the _____ employer _____ and Part B goes to the _____ plan administrator _____. If health coverage is available and the employee is eligible, the employer (does) (does not) have to return Part A to the issuing child support agency.

15. Strike out the following destinations to which you will NOT send withheld child support payments:

- a) U.S. Post Office
- b) Private attorney
- c) Custodial party
- d) State Disbursement Unit
- e) Court (Clerk of Court)
- f) Non-custodial parent

TRAINING NOTES

Answer Key to Final Review (facing page questions):

16. a, c, d, e, f, h

17. a, c, d, e

18. b

19. True

20. Over 70%

16. Circle the 6 standard elements that must appear on every U.S. Treasury check written to pay child support:

- a) Name of non-custodial parent-employee
- b) Name of employee's child(ren)
- c) Social Security Number of employee
- d) Date of payment
- e) Amount of payment
- f) Employee's case identification number
- g) Name of custodial party
- h) Name and address where check should be sent

17. Electronic payments in the form of Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI) offer the following benefits to the federal agency as sender and the state child support enforcement agency as receiver:

- a) get the needed money to children faster
- b) give a payment discount to the employee/non-custodial parent
- c) reduce check processing costs
- d) eliminate postage costs
- e) improve accuracy due to reduced chance of data entry errors

18. When a federal employee with an income-withholding order is terminated or retired, your agency should contact (*circle all that apply*):

- a) Office of Personnel Management
- b) The child support enforcement agency that issued the income-withholding order
- c) Department of Treasury
- d) Custodial party

19. **TRUE** or FALSE? When an employee on intermittent status is rehired, the federal agency/employer must submit a new hire report and reactivate the income-withholding order that was being honored prior to the employee's (temporary) termination.

20. **FILL IN THE BLANK:** Employers all over the country, including federal agencies, collect over 70 percent of all child support payments.

Thank you!