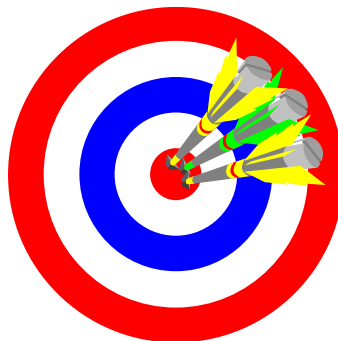


**MODULE 3:
NEW HIRE REPORTING
AND EMPLOYMENT
VERIFICATIONS**

Module Three Objectives - New Hire Reporting

- Name the purpose and benefits of the New Hire Reporting program
- Identify six data elements required
- Identify the primary method of reporting for federal agencies

3.1 MODULE OBJECTIVES



At the end of this module, you will be able to:

- Name the purpose and benefits of the New Hire Reporting program.
- Identify the six data elements required for new hire reporting.
- Identify the primary method of reporting for federal agencies.

New Hire Reporting

- What
- Why
- How
- When
- All Federal agencies report directly to NDNH

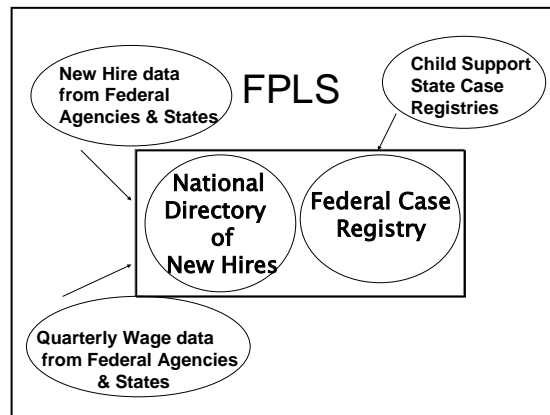


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New Hire Reporting

Six Required Data Elements:

- Employee name
- Employee SSN
- Employee address
- Employer name
- Employer FEIN
- Employer address



3.2 NEW HIRE REPORTING

WHAT:

- The New Hire Reporting program requires all federal agency-employers to report every newly hired employee to the National Directory of New Hires. Quarterly wage data is also reported. (Private employers report to the State Directory of New Hires.) The reported data is used to find non-custodial parents to establish and enforce child support at both the state and national level.

- **Why:**

- Much faster locate results.
- Very helpful in the 30 percent of child support cases involving interstate enforcement.
- Prevents unlawful or erroneous receipt of public assistance.
- Prevents unlawful or erroneous payments of unemployment insurance (UI) and worker's compensation.

- **How:**

- Report six required data elements:
 1. Employee name
 2. Employee Social Security number (SSN)
 3. Employee address
 4. Employer name
 5. Federal Employer Identification Number (FEIN)
 6. Employer address

- **When:**

- Reporting timeframes for federal agencies:

- Electronic filing must be made in two monthly transmissions not less than 12 or more than 16 days apart.

Employment Verifications

- What
- Why
- How



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3.3 EMPLOYMENT VERIFICATIONS

- **What:**
 - Employers are routinely asked to verify the employment status, wages, and benefits of their employees. These requests come from a variety of sources: credit card and mortgage companies, employment agencies, child support enforcement agencies, private collection agencies, etc.
 - Verification requests from child support enforcement agencies usually relate to:
 - Location
 - Financial resources
 - Availability of health insurance.
- **Why:**
 - Child support enforcement agencies have the authority to locate non-custodial parents and their financial assets.
 - State and federal laws require employers to provide this information promptly and as fully as possible when a verification request is received.
- **How:**
 - Verification requests come in the form of letters, subpoenas, state-issued forms or attorney requests.
 - Check to verify the authority of the requesting party before responding.

New Hire/Verifications SUMMARY

- New Hire Reporting requirements (W-4 data)
- Importance of the New Hire Reporting program
- Honor verification requests from child support agencies

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3.4 NEW HIRE/VERIFICATIONS SUMMARY

- The New Hire Reporting program, as mandated by welfare reform in 1996, requires all federal agencies to report every newly hired employee to the National Directory of New Hires (NDNH).
- Six data elements, found on the W-4 form, must be reported. Federal agencies report electronically to the NDNH within 20 days of the date of hire; private employers can report by a variety of methods.
- Reporting new hires will hasten the child support collection process. It will also help find individuals who might otherwise evade location by the child support enforcement agency by moving across state lines.
- Employers are also required to provide information to child support enforcement agencies by responding to “verification requests.” These requests generally ask for information about an employee’s terms of employment, residential and financial information, and the employer’s health insurance plans.

