

THREE THINGS EMPLOYERS MUST KNOW ABOUT CHILD SUPPORT

The Child Support Enforcement Program is a Federal and State program that collects child support payments for children and families. As employers, you play a vital role in ensuring the financial security of millions of children by working cooperatively with the Child Support Enforcement Program. Federal and State law mandates three simple requirements.

New Hire Reporting

- New Hire Reporting is the process by which you report information on your newly hired employees to a designated State agency shortly after hire.
- This process 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.
- New Hire Reporting also reduces improper payments and saves millions of dollars in erroneous unemployment insurance and public assistance payments.

Income/Medical Support Withholding and Remittance

- When you receive an income withholding order from a child support enforcement agency or court, begin wage withholding until you receive official notification to stop.
- When you receive a National Medical Support Notice (NMSN), you must respond if:
 - Health insurance is not available to the employee
 - Employee is not eligible for coverage
 - Employee has left employment
 - Total deductions for support & premiums would exceed the maximum allowed

Respond to Employment Inquiries and Verifications

- Provide timely information if you are asked to verify an employee's employment status, wages, and benefits.
- You must notify the child support enforcement agency when your employee with a withholding order leaves the job for any reason.

More Information

- Federal law requires employers to remit payments to the State Disbursement Unit within seven (7) business days of withholding from an employee. State law may require your remittance sooner.
- Some States require you to submit child support payments electronically. Visit the website below for details.

Thank you for helping to build a partnership that makes a difference in the lives of America's children!



FOR MORE INFORMATION ABOUT EMPLOYERS AND CHILD SUPPORT:
OCSE Website: www.acf.hhs.gov/programs/cse/newhire Click "Employer Services"
OCSE Employer Information Line (202) 401-9267 (7:30 am—5:30 pm ET)