

# THREE THINGS EMPLOYERS MUST KNOW ABOUT CHILD SUPPORT

## New Hire Reporting

- New Hire Reporting is the process by which you report information on your newly hired and re-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 locate parents to establish, modify and enforce child support orders.
- New Hire Reporting also reduces improper payments and saves millions of dollars in erroneous unemployment insurance and public assistance payments.
- Employers must report the required seven elements (employee name, SSN, address, date of hire and the employers name, address, and FEIN), and some states may require additional information.
- Employers must also report employees who were previously employed and returned after separating for at least 60 days.

## 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 :
  - Determine whether any categories in the “Employer Response” section applies
  - Forward Part B to your Plan Administrator if the children are eligible for coverage
  - Notify the issuing agency if enrollment cannot be completed

## 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](http://www.acf.hhs.gov/programs/cse) Select “Employers”  
OCSE Employer Information Line: 202-401-9267 (7:30 am—5:30 pm ET)