



The [Child Support Enforcement Program](#) was established by Congress under Title IV-D of the Social Security Act to collect child support payments for children in single-parent families. The following is an overview of employers' responsibilities related to national and state child support programs.

## New Hire Reporting

- Employers must report information about their newly hired and re-hired employees to a designated state agency shortly after hire.
- Reporting new hires is important because the information employers provide is compared to 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 employer's name, address, and FEIN), and some states require additional information.
- Employers must also report employees who were previously employed and return after separating for at least 60 days.

For additional New Hire Reporting information on a state-by-state basis, please click on the [State Laws](#) section, choose a state, and go to New Hire Reporting in the left-hand navigation menu.

## Additional New Hire Reporting Resources

- [State New Hire Reporting Websites](#)
- [State New Hire Reporting Contact Information](#)
- [New Hire Reporting FAQs](#)

## Income Withholding and Medical Support

- When you receive an [Income Withholding for Support](#) (IWO) from a child support enforcement agency, court, or other entity, begin income withholding and continue until you receive official notification to stop.
  - If the order is not on the Office of Management and Budget-approved IWO form, you must return it to the sender and request the correct form.

- When you receive a [National Medical Support Notice](#) (NMSN), you must:
  - Determine whether any categories in the "Employer Response" section apply
  - Forward Part B to your Plan Administrator if the children are eligible for coverage
  - Notify the issuing agency if enrollment cannot be completed

## Employment Inquiries and Verifications

If you are asked to verify an employee's employment status, wages, or benefits, you must provide timely information.

## Payments

- 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 that employers submit payments electronically.
- Bonus and lump sum payments are considered employee income and can be garnished to collect past-due child support. Lump sum payments can include severance, leave payouts, insurance settlements, retirement incentives, commissions, stock options, lottery winnings, awards, and payments resulting from verdicts.
- Some states require an employer to report a bonus or lump sum payment before it is paid.

**Special Update:** The U.S. Department of Health and Human Services has released a proposed rule to, among other things, standardize and streamline payment processing and encourage electronic communications under the Child Support Enforcement Program. Highlights of the proposed rule include the following:

- **New Procedure for Income Withholding.** To initiate withholding, the state would send the noncustodial parent's employer a notice using the required [Income Withholding for Support](#) form that would include the following:
  - **Notice to Employers in All Child Support Orders** - The notice to employers in all child support orders would be on an approved Income Withholding for Support form, regardless of the type of entity sending the income withholding request and regardless of whether the case is "[IV-D](#)" or "[non-IV-D](#)."
  - **Payments Sent to the State Disbursement Unit (SDU) in Child Support Order Not Enforced Under the State IV-D Plan** - Income withholding payments made under child support orders initially issued in the state on or after January 1, 1994 that are not being enforced under the [state IV-D plan](#) would be sent to the SDU for disbursement to the family. (Currently, income withholding payments on [non-IV-D](#) orders are not addressed in the regulations.)
- **Encouraging Electronic Communications.** The proposed rule also removes outdated barriers to electronic communication and document management by updating existing child support regulations, which frequently limit methods of storing or communicating information to a written or paper format.

Employers should note that, among other things, **some of the proposed regulatory provisions may require a state to enact new laws.** Employers may visit their state's child support agency [website](#) for updates.

The text of the proposed rule is available by [clicking here](#).

## Employee Terminations

- You must notify the child support enforcement agency when your employee with an income withholding or medical support order leaves the job for any reason.
- If you receive an IWO or NMSN for a person who has never worked for you, please inform the sender promptly.