



New Hire Reporting & Child Support --  
Time Saving Tools & Best Practices


 Washington State Department of  
**Social and Health Services**  
 Division of Child Support

Doug Cheney  
 Division of Child Support  
 800-591-2760 / 866-668-9518  
[childsupportonline.wa.gov](http://childsupportonline.wa.gov)

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Goals

- Avoid costly mistakes
- Reduce paperwork
- Save time
- Help kids and families



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Objectives

- Discuss and learn about the following:
  - New Hire Reporting requirements & changes
  - Child support laws and requirements
  - Answering an Income Withholding Order
  - Where and when to send withheld funds

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## Why is DCS Involved?



- Federal Mandate
- State Law
- Reduce Tax Burden
- Self Sufficiency

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## Child Support Facts



- Washington DCS is responsible for 375,000 cases -- about 750 cases per officer.
- DCS processes 250,000 payments each month.
- Employers reduce tax burden by \$205 million a year.
- 17 million children (more than 1/3 of all kids in US) received \$26 billion in child support in 2012.

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17 million children receiving child support services would fill the state of Florida

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## Collection Tools



- Income Withholding
- Bank Account Garnishment
- Property Liens
- Tax Refund Offset
- License Suspension
- Non Wage Earner Program
- Passport Denial
- Most Wanted Website
- Credit Bureau Reporting
- Lottery Intercept
- Judicial Contempt

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## State Statistics

- 160,000 employers in Washington State
- \$700 million collected annually
- **65%** of collections come from income withholding
- 1.8 million new hire reports

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# 65%

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## Employer Responsibilities

1. Report new hires and rehires
2. Answer withholding notices within **20** days
3. Begin withholding next pay date
4. Remit within **7** days
5. Enroll dependents in medical plan
6. Notify DCS when employee stops working

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## New Hire Reporting



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<https://secure.dshs.wa.gov/dconline>

**My Secure DSHS** Easy access to secure services

SAW ID:

Password:

**LOGIN**

Forgot your SAW ID?  
 Forgot your password?  
 Activate your account?


**Sign up** It's free.

Check to see if you already have a SAW ID.

Need help? Call 360-664-5103 weekdays between 8 a.m.-5 p.m. (Pacific). Email [Web Customer Support](#)

[Contact Us](#) [Contact Webmaster](#) [About Us](#) [Privacy Notice](#)

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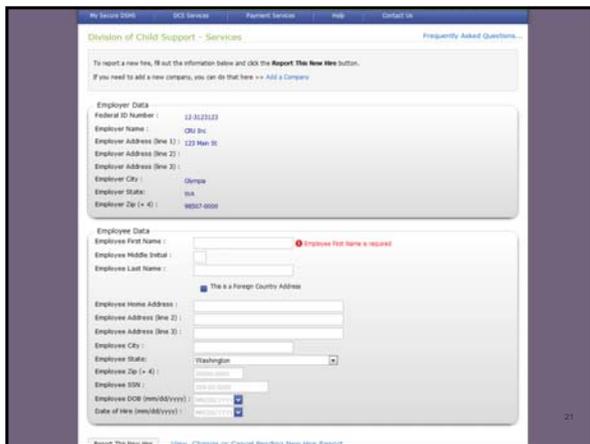
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## New Hire Reporting Changes

- Report the following employee data elements
  - Name
  - Address
  - Social Security Number
  - Date of Birth
  - **Date of Hire** (date the employee first works for pay)

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## New Hire Requirements

- When to Report:
  - Report within 20 days of the date of hire or rehire
  - If you do business in two or more states, you can report all new hires to one state
  - You must register with the National New Hire Program

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## New Hire Reporting Methods

- Internet: <https://secure.dshs.wa.gov/dcsonline>
- Fax: 800-782-0624
- Phone: 800-562-0479
- Questions: Call 800-562-0479

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## New Hire Requirements

- The most efficient reporting option is the web site:  
<https://secure.dshs.wa.gov/dcsonline>

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## New Hire Reporting

- Advantages of Web Reporting:
  - Immediate feedback (accuracy and validity)
  - Confirmation e-mail
  - Cost savings
  - Immediate processing
  - Quick answers to questions
  - Access to history report



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## New Hire Web Benefits

- Web site allows for the uploading of large files
  - Comma Separated Value (CSV) Format
  - Fixed-Width File Upload

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### What Does DCS Do With the Information?

- 5** days to enter the data into their system
- 2** days to conduct a match and complete withholding actions
- 3** days to forward New Hire information to the National Directory of New Hires (NDNH)

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### So now what?

- DCS may get a match
- Withholding Order Issued



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## New Hire Reporting

- What if I make a mistake?
- Can I be fined?
- Questions?



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## QUESTIONS?



New Hire Reporting:  
[dcshire@dshs.wa.gov](mailto:dcshire@dshs.wa.gov)  
 Doug Cheney  
 360-664-5043  
 1-800-591-2760  
[dcheney@dshs.wa.gov](mailto:dcheney@dshs.wa.gov)

...or call your local DCS office 35

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## Income Withholding

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## Income Withholding

- In this section you will learn the following:
  - Child Support laws and requirements
  - How to process Income Withholding Orders
  - How to answer Income Withholding Orders
  - Where and when to send withheld funds

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STATE OF WASHINGTON  
 DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
 DIVISION OF CHILD SUPPORT (DCS)

### Income Withholding For Support Cover Letter

42 U.S.C. 656(b), RCW 26.23.060, and RCW 74.20A.080

TO: **00226097900035**  
**RAINIER STUDIOS**  
**PO BOX 1234**  
**NISQUALLY WA 989**

DATE:  
 RE: **MR. SMITH**  
 AKA: **JOHN B. SMITH, JR.**  
 AKA:  
 SSN: **003-45-6789**  
 ACCOUNT NUMBER: **WV 2260979**  
 CASE NUMBER: **623833**

The Division of Child Support (DCS) is collecting child support from the noncustodial parent (parent) named above.  
 The enclosed order notice  is a new order notice,  Amends (changes) a previously served order notice,  Terminates (stops) withholding,  is a one-time lump-sum payment request.

If you are located outside Washington State and the requirements listed in this letter conflict with the laws of the state where the parent works, follow the laws of the state where the parent works.

DCS summarized your responsibilities below. See pages 2 and 3 for more details. If you employ or otherwise pay the parent for personal or contracted services, you must comply with the items marked below.

- Immediately begin withholding \$ 1,000 per month from all of the parent's disposable earnings. See page 2 for information about disposable earnings.
  - Do not withhold more than 50 percent of the parent's disposable earnings in any pay period.
  - If you do not pay the parent on a monthly basis, see the enclosed order notice for alternative withholding methods.
  - Include the parent's case number and account number (listed above) on all payments and correspondence.
  - Send all support payments to DCS by one of the following methods within seven days of withholding.
    - On line at: [www.dcs.wa.gov](http://www.dcs.wa.gov)
    - Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI).

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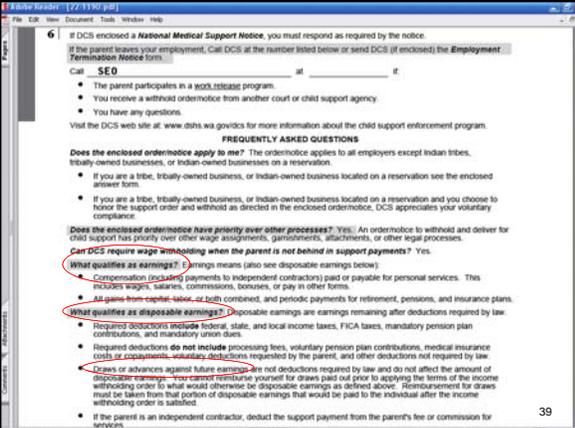
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6 If DCS enclosed a National Medical Support Notice, you must respond as required by the notice. If the parent leaves your employment, call DCS at the number listed below or send DCS (if enclosed) the Employment Termination Notice form.

Call SEO at \_\_\_\_\_ if \_\_\_\_\_

- The parent participates in a 80% disability program.
- You receive a withheld order notice from another court or child support agency.
- You have any questions.

Visit the DCS web site at: [www.dshs.wa.gov](http://www.dshs.wa.gov) for more information about the child support enforcement program.

#### FREQUENTLY ASKED QUESTIONS

**Does the enclosed order notice apply to me?** The order notice applies to all employers except Indian tribes, tribally-owned businesses, or Indian-owned businesses on a reservation.

- If you are a tribe, tribally-owned business, or Indian-owned business located on a reservation see the enclosed answer form.
- If you are a tribe, tribally-owned business, or Indian-owned business located on a reservation and you choose to honor the support order and withhold as directed in the enclosed order notice, DCS appreciates your voluntary compliance.

**Does the enclosed order notice have priority over other processes?** Yes. An order notice to withhold and deliver for child support has priority over other wage assignments, garnishments, attachments, or other legal processes.

**Can DCS require wage withholding when the parent is not behind in support payments?** Yes.

**What qualifies as earnings?** Earnings means (also see disposable earnings below):

- Compensation (including payments to independent contractors) paid or payable for personal services. This includes wages, salaries, commissions, bonuses, or pay in other forms.
- All gains from capital, labor, or both combined, and periodic payments for retirement, pensions, and insurance plans.

**What qualifies as disposable earnings?** Disposable earnings are earnings remaining after deductions required by law.

- Required deductions include federal, state, and local income taxes, FICA taxes, mandatory pension plan contributions, and mandatory union dues.
- Required deductions do not include processing fees, voluntary pension plan contributions, medical insurance costs, or discretionary deductions requested by the parent and other deductions not required by law.
- Cases or advances against future earnings are not deductions required by law and do not affect the amount of disposable earnings. You cannot reimburse yourself for draws paid out prior to applying the terms of the income withholding order to what would otherwise be disposable earnings as defined above. Reimbursement for draws must be taken from that portion of disposable earnings that would be paid to the individual after the income withholding order is satisfied.
- If the parent is an independent contractor, deduct the support payment from the parent's fee or commission for services.

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**What do you know?**

• How many days does an employer have to answer a withholding notice?

• **20 days**

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**What do you know?**

• When should an employer begin withholding?

• **Begin withholding the next pay date**

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**What do you know?**

• How long does an employer have to remit withheld funds?

• **7 working days**

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### What do you know?



- True or False: An employer is required to notify DCS when an employee stops working?
- True. If an employer is withholding child support and the employee stops working, notify DCS.

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### What do you know?



- If DCS asks you to withhold \$1200 per month but the employee's disposable income is only \$1000 per month, what amount should DCS expect to receive (assume one payment per month)?
- \$500 monthly / 50% disposable income

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### What do you know?



An employee approaches you and tells you that you no longer need to withhold child support because his child graduated from high school and shows you a copy of the diploma. Do you stop withholding based on this information?

- NO! Only stop withholding when you receive a written notice from DCS.

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### What do you know?



- True or False: DCS withholding notices take priority over any other withholding against the employee?
- True, with the possible exception of the IRS. Contact DCS if there is a question.

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### How to Avoid Errors and Fines

- Do not withhold more than 50 percent of disposable earnings. 
- Do not stop withholding until you receive an official written release.
- Notify DCS immediately when an employee is no longer working for you.
- Withhold from tips and gratuities under an employer's control as well as wages of independent contractors.

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### Income Withholding

- What if I make a mistake?
- Questions?
- Review



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Uniform Interstate Family Support Act

or

Out of State Withholding Orders

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Uniform Interstate Family Support Act

- Income Withholding Orders may come from any state
- Withhold support equally for each order
- **Always** pay current support first

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UIFSA Examples

- Washington Order      California Order
- \$400 current support    \$200 current support
- \$200 arrears              \$100 arrears

Employee earns \$800 net, total withholding limited to \$400. Employers withhold equally for each order. Current support is **always** paid first.

- \$200 current support      \$200 current support

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### UIFSA Examples

• Washington Order	California Order
• \$400 current support	\$200 current support
• \$200 arrears	\$100 arrears

Employee earns \$1600 net, total withholding limited to \$800. Employers withhold equally for each order. Current support is **always** paid first.

\$400 current support	\$200 current support
\$100 arrears	\$100 arrears

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### Payments



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## Electronic Payment Benefits

### Employers Get What They Need

- Fewer steps, no paper nightmare
- Safer and less expensive than writing checks
- Accuracy, accountability and security built into the process



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## Electronic Payment Benefits



### Families Get Their Money Fast

- 100% of E-payments are processed the same day



### Taxpayers Save Resources

- Increase in volume does not equate to increase in staff

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## Electronic Payment Benefits

CHECK RELATED FEES	EFT FEES
•Check Costs	•Minimal Staff Wages
•Staff Wages	•Small Bank Fee
•Postage	
•Image Fees	
•Encoding Costs	
•Positive Pay Fees	
<b>\$5 per check</b>	<b>.06 per transaction</b>

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10,000 paper checks received daily

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Some payments must be processed manually

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Labor intensive to process paper checks. It takes 15 employees to process 40% of child support payments.

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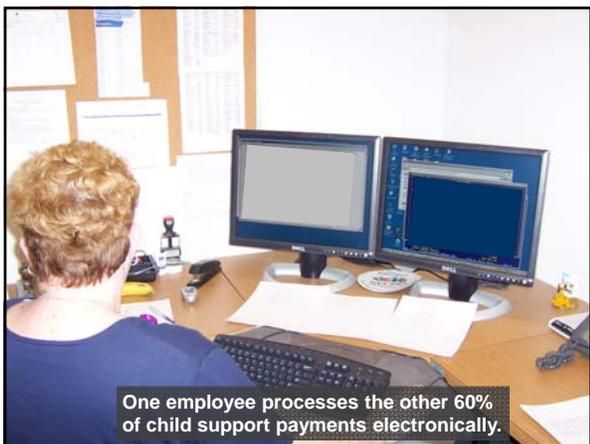
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**Tools for Employers**

SSA Verification Website  
[www.ssa.gov/employer/ssnv.htm](http://www.ssa.gov/employer/ssnv.htm)

Guide to Doing Business in Washington  
 [www.bizguide.wa.gov](http://www.bizguide.wa.gov)

Employer Guide & Workbook  
[www.childsupportonline.wa.gov](http://www.childsupportonline.wa.gov)

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