

Arizona Department of Economic
Security
Division of Child Support
Enforcement

Thank you for inviting us!



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Discussion will involve:

- New Hire Reporting
- Income Withholding Orders
- Electronic Employer Options



New Hire Reporting

- Federal regulations and State laws require all employers to report newly hired and rehired employees to a state directory within 20 days of their hire date.
- Including any employee who is returning to work after a lay-off, furlough, separation from work, leave of absence without pay, or termination of employment.
- Temporary agencies are responsible for reporting any employee who they hire to report to an assignment.
- Rule of thumb: if an employee fills out a W-4 then you need to report them.



What to Report?

Required information:

Employer's

- ❖ Federal Employer Identification Number (FEIN) used for quarterly wage reporting
- ❖ Business Name
- ❖ Address where Income Withholding Order will be sent

Employee's

- ❖ Social Security number
- ❖ First & Last Name
- ❖ Address

Optional, But Recommended Information:

- ❖ Employee Date of Birth
- ❖ Employee Date of Hire
- ❖ Medical Insurance Eligibility



Where and how to report?

- Where:

Arizona New Hire
Reporting Center
P.O. Box
Holbrook, MA 02343

Phone: (888) 282-2064

Fax: (888) 282-0502

<http://www.az-newhire.com>

- How:

- Electronic

- Website
- Electronic file transfer
- Magnetic tap
- Computer diskett

- Non-Electronic (mail or fax)

- Printed List
- New Hire Reporting Form
- W-4
- Payroll Service



Income Withholding Orders (IWO)

- Follow the instructions contained in the packet you received.
- Provide the employee a copy of the order/notice within 10 days of receipt the notice.
- Begin withholding the court ordered amount from the employee's pay on the next pay period.
- Remit child support payments within 2 business days after the employee is paid.
- Inform DCSE if the employee is terminated.



Income Withholding Order vs. Limited Income Withholding Order

- Income Withholding Orders (IWO):
 - Issued for periodic payments such as wages
 - May include cash medical support
- Limited Income Withholding Orders (LIWO):
 - Issued for non-periodic or lump sum payments (e.g. bonuses, severance, sick and vacation pay)
 - If the money is categorized as taxable income, you may withhold up to 50% of the lump sum amount, up to the child support arrears balance reported on the LIWO. If employee bonuses are not taxed, you may withhold up to 100% of the lump sum amount, up to the child support arrears balance reported on the LIWO.



Electronic employer options

- **e-Employer**: allows employers to receive and respond to Income Withholding Orders, National Medical Support Notices and Employment Verifications; in addition to reporting terminations.
- **e-IWO**: allows employers to receive and respond to Income Withholding Orders through OCSE's federal portal.
- **Electronic Funds Transfer (EFT)**: allows employers to remit child support payments electronically.



Benefits of Electronic Options

- Electronic transmission of child support documents will increase processing efficiency and improve the speed with which payments are made to families.
- Reduce the volume of mail received & the amount of time your personnel need to respond to CSE documents.
- Cost effective, saves postage and eliminates the need to send paper responses and checks.
- No cost to employers to utilize these electronic options.



Helpful Websites and Contact Information

- Administration for Children & Families, Office of Child Support Enforcement: <https://acf.hhs.gov/programs/cse/>
- OCSE's Intergovernmental Referral Guide (IRG) – for public users: <https://extranet.acf.hhs.gov/irgauth/login>
- DCSE's Customer Service: (602) 252-4045 or toll free in Arizona (800) 882-4151. Employer Resources section at www.azdes.gov/dcse/
- Melissa Eklofe-Thompson – Employer Outreach
Phone number (602) 771-8141 – meklofe@azdes.gov



Thank You for Partnership with the
Division of Child Support Enforcement!



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