



### **New Hire reporting helps children and families**

One in five children in the United States receives child support services through state, local, and tribal child support programs.

The child support program compares the information about your new and rehired employees with their child support cases to initiate child support income withholding.

The program collects more than \$29 billion in child support each year. More than 73% of those payments come from employers through income withholding.

**Timely and accurate New Hire reporting helps children get financial support and helps employers save tax dollars.**

### **New Hire reporting saves money**

In most states, employer taxes fund the Unemployment Insurance and Workers' Compensation programs. With your accurate and timely reporting of New Hire data, states can verify their claimant files to make sure unemployment benefits aren't paid to employed workers by mistake.

States have saved millions of dollars through these data matches.

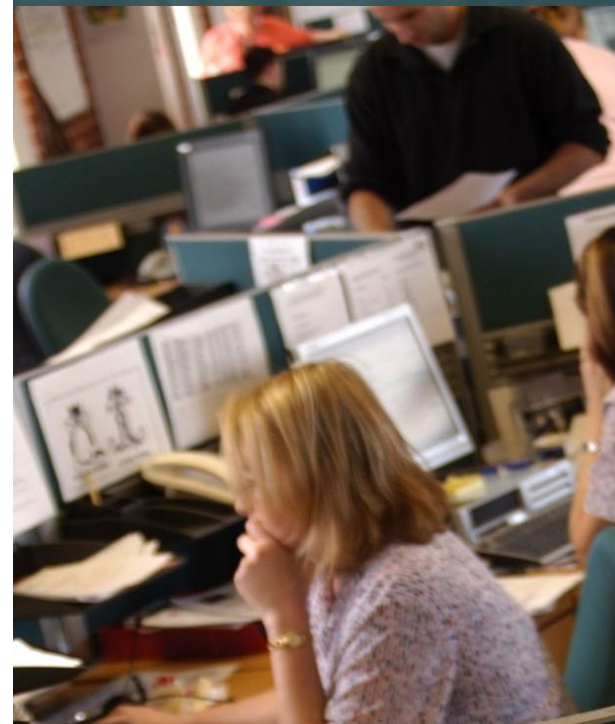
**Add your state agency's name here.**

Add your state address and contact information.

Administration for Children & Families  
Office of Child Support Services  
330 C Street, S.W. Washington, DC 20201  
[www.acf.hhs.gov/css](http://www.acf.hhs.gov/css)

*What Employers Need to Know*

# **NEW HIRE REPORTING**



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Child Support Services

## It's the law!

Federal law<sup>1</sup> requires all employers to report newly hired and rehired employees to their state Directory of New Hires within 20 days of the employee's first day of work.

### Why is this important?

You play a key role in this program when you report your new and rehired employees within 20 days of your employee's first day of work for pay. By doing so, you speed up the process of helping children get child and medical support.

### What information must I report?

About your new employee:

- Name
- Address
- Social Security number
- Date of hire

About you — the employer:

- Name
- Address
- Federal Employer Identification Number (FEIN)

*Most states require additional data, so check with your state at <https://go.usa.gov/xnnRW>*

### What is the “Date of Hire”?

It's the day the employee starts working for pay.

### What does “Newly Hired” mean?

The law defines a “newly hired employee” as someone who has never been employed by your organization.

### What does “Rehired” mean?

A “rehired employee” has been separated from your organization for at least 60 consecutive days.

### When do I have to file a report?

Federal law requires that you send your report within 20 days of the date of hire. Some states may have shorter reporting periods, so check with your state.

### Where and how do I send the data?

Send the information to the state Directory of New Hires where your new employee works.

There are three ways to submit the New Hire information: first class mail, magnetic tape, or electronically. Some states offer additional options such as fax, email, phone, and website transmission.

See what options your state offers on the federal Office of Child Support Service's State New Hire Reporting Contacts and Program Information matrix at <https://go.usa.gov/xnnRW>.

You can also access each state's New Hire website at <https://go.usa.gov/DeQR>.

### Is there a penalty for not reporting?

States can impose civil monetary penalties against organizations that fail to report New Hire data. The maximum fine is \$25 per newly hired employee or \$500 if you and the employee together decide to withhold the information.

## Multistate Employer Information

### Do I have to report to every state where I have new employees working?

If you are a multistate employer, you can choose to report your new hires or rehired employees one of two ways:

- A. Report each new employee to the state where they work.
- B. Report all new employees, regardless of where they work, to one of the states where you do business and have employees.

If you choose to report all new employees to one state (option B), you must

- Register with the Dept. of Health and Human Services as a multistate employer reporting all data to one state.
- Designate the state that you will report to.
- Submit your new hires electronically or by magnetic tape no more than twice a month (if necessary), 12 to 16 days apart, to that state.

There are two ways to register as a multistate employer:

Online: <https://ocsp.acf.hhs.gov/csp/mser>

OR

Download the form:

<https://www.acf.hhs.gov/css/form/multistate-employer-registration-form-instructions>

Email or fax it to:

Email: [msedb@acf.hhs.gov](mailto:msedb@acf.hhs.gov)

Fax: 410-277-9325

<sup>1</sup>The Personal Responsibility and Work Opportunity Reconciliation Act of 1996