

Division of Child Support

The Basics of Child Support for Employers

800-562-0479 (DCS Employer Relations)

www.childsupportonline.wa.gov

DCS-CRU@dshs.wa.gov

Child
Support



Improving the lives
of children, families
and communities.

www.dshs.wa.gov/dcs





Employer's Guide to Child Support



Washington State's Child Support Program



Supporting Child Support

The Basics of Child
Support for Employers



Agenda

- Basic Understanding of Employer Responsibilities & Options
- Recent changes in legislation and policy
- EFT payment options
- Resources
- Q&A





Nationwide, child support lifts a million people out of poverty every year.

You Make an Impact!

- DCS receives over 370,000 payments each month
- Employers account for 76.5% payments received
- Employers reduce WA tax burden by \$150 million a year
- Nationwide – 14.7 Million Children served in 2018
- FFY 2018 Collected \$4.20 / \$1 Spent



Your Responsibilities

1. Report new hires and rehires within **20** days
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

New Hire Reporting



New Hire Reporting

- **What is New Hire Reporting?**
 - ALL New Hired and Rehired employees must be reported within 20 days
 - Disbursed to other state agencies
- **Who is responsible to report?**
 - Employers (payroll service)
- **Why is reporting important?**
 - Timely enforcement of child support
 - Saves millions in overpayments/fraud

What To Report

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



How to Report

Report within 20 days via:

- Online Reporting:
 - Internet: <https://secure.dshs.wa.gov/dcsonline>
 - Upload large files, confirmation email
- Fax: 800-782-0624
- Phone: 800-562-0479
- Mail: POB 9023, Olympia WA 98507-9023
- Multi-State Notification: 410-277-9470



My Secure DSHS

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

With one login you can access multiple Washington state government services.

SAW ID:

Password:

LOGIN

[Forgot your SAW ID?](#)
[Forgot your password?](#)
[Activate your account?](#)



- View or make Child Support payments
- Report newly hired or rehired employees
- Get notified when a Child Support payment is received
- Pay medical premiums
- ... and **much** more!

New User?

[Check to see if you already have a SAW ID.](#)

Sign up

Frequently Asked Questions

- **Isn't this information available through quarterly wage reporting?**
- Quarterly wage data can be outdated by six months or more. With New Hire Reporting, information is available within 20 days

I am a Multistate Employer

- **Do I have to report to each state in which I have employees?**
- You may select one state where you have employees working to report all New Hires
 - Online Multistate Notification Form:
<https://ocsp.acf.hhs.gov/OCSE/>
 - Call 410-277-9325

I'm Not Sure if I Submitted Everyone

- **What should I do?**



- Submit all of the employees you hired or rehired since your last quarterly reporting

Oops, I Made a Mistake!



- **How should I fix it?**
- If it is the same day and through DCS Online, you can edit your report
- In all other situations, just resubmit

New Hire Reporting

Questions?

- dcshire@dshs.wa.gov
- 1-800-562-0479



Income Withholding and Medical Support

- In this section you will learn:
 - Child Support laws and requirements
 - How to process and answer Income Withholding Orders (IWOs)
 - Where and when to send withheld funds
 - The basics of the National Medical Support Notice





Most child support is collected through income withholding when the non-custodial parent is working.

Withholding Basics

- Effective the day the withhold is received
- Withhold from the next paycheck
- Withhold on employer pay schedule
 - Broken down on the notice
- Withhold from net earnings
 - Mandatory Deductions Only
- Withhold amount up to **50%** of net
- Remit within **7** days

Day Labor Withholding Changes

Past: Withhold 50% daily until the monthly amount is withheld

Effective October 15, 2018:

Withhold 50% of their pay each day until the weekly prorated amount is withheld each work week

What About Bonuses and Other Lump Sums?

Are addressed in the Order to Withhold

- May not be required

Options to Report These Payments

- <https://www.acf.hhs.gov/css/employers/child-support-portal>
- Email: LSC@dshs.wa.gov
- Call: 360-664-5246



Information to Report

- Employer name
- Employer contact information
- Employee names
- SSN or case numbers
- If known
 - Bonus Amounts
 - Payout Dates



What Has Changed?

Effective December 2017

- One Income Withholding Order (IWO) per case
- Federal mandate

Implementation by Employer

- Can send in one response
- Add up all of the withholding amounts
- Send in one payment

DIVISION OF CHILD SUPPORT
PO BOX 11520
TACOMA WA 98411-5520

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



OLD

Cover
Letter

TO: SAMPLE STORAGE
1512 UHAUL ST
VANCOUVER WA 98660

DATE: May 07, 2014

RE: MR PRODUCTION

AKA: MISTER MARK PRODUCTION

AKA:

SSN: 000-00-0000

ACCOUNT NUMBER: IN 2260979

CASE NUMBER: 623833

Income Withholding For Support Cover Letter

42 U.S.C. 666(b), RCW 26.23.060, and RCW 74.20A.080

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 \$ 500.00 per month from all of the parent's disposable earnings. See page 2 for information about disposable earnings.

1. Do not withhold more than 50 percent of the parent's disposable earnings in any pay period.
2. If you do not pay the parent on a monthly basis, see the enclosed order / notice for alternative withholding methods.

2/13/2020 **Note:** If you pay on a **weekly** or **bi-weekly** schedule, DCS prefers that you withhold equal payments as follows if your payroll system allows. 24

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.

1. If you are a tribe, tribally-owned business, or Indian-owned business located on a reservation see the enclosed answer form.
2. 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):

1. Compensation (including payments to independent contractors) paid or payable for personal services. This includes wages, salaries, commissions, bonuses, or pay in other forms.
2. 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.

1. Required deductions **include** federal, state, and local income taxes, FICA taxes, mandatory pension plan contributions, and mandatory union dues.
2. Required deductions **do not include** processing fees, voluntary pension plan contributions, medical insurance costs or copayments, voluntary deductions requested by the parent, and other deductions not required by law.
3. Draws 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.
4. If the parent is an **independent contractor**, deduct the support payment from the parent's fee or commission for services.
5. Do not withhold more than 50 percent of the parent's disposable earnings in any pay period.

Added FAQs for one IWO

Does DCS send more than one order / notice for a parent if the parent has more than one case? Yes. The orders / notices for the same parent will all have the **same remittance ID / account number**, but each one will have a **different case number**. An order / notice for a specific case is issued, amended, and terminated separately from those issued on the parent's other cases. Add amounts together to get the total withholding amount.

Can the same child be listed on more than one order / notice? Yes. A child may be listed on more than one order / notice because the parent may owe current support on one case, and owe back support to one or more custodial parties on other cases. There should be, however, only one order / notice for current support for a child. Contact DCS if you have any questions about an order / notice you received from us.

What do I do if I receive multiple orders / notices for the same parent and I am already withholding 50% of the parent's disposable income? Continue to withhold and remit 50% of the parent's disposable income. Keep all orders / notices on file until released or you no longer employ or owe the parent money. You must honor all orders / notices to the greatest extent possible.

Can I combine payments when a parent has more than one order / notice from DCS? Yes. You may combine the amounts withheld and send a single payment to the Washington State Support Registry. Clearly show the parent's name and account number on the payment. DCS will distribute your single payment between the parent's multiple cases based on federal and state regulations.

Can I combine payments for more than one parent? Yes. You may combine the amounts withheld and send a single payment to the Washington State Support Registry. However, you must clearly show each parent's name, account number, and portion of the payment. You may use the enclosed **Employer Payment Identification Instructions** form to list each parent's payment.

What can happen if I do not comply with the enclosed order / notice? Individual state laws define penalties for failure to comply with orders / notices for income withholding for support. If you do business:

INCOME WITHHOLDING FOR SUPPORT

- ORIGINAL INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT (IWO)
- AMENDED IWO
- ONE-TIME ORDER/NOTICE - LUMP SUM PAYMENT
- TERMINATION of IWO

Date: March 05, 2013

Child Support Enforcement (CSE) Agency Court Attorney Private Individual/Entity (Check One)
NOTE: This IWO must be regular on its face. Under certain circumstances you must reject this IWO and return it to the sender (see IWO instructions <http://www.acf.hhs.gov/programs/cse/newhire/employer/publication/publication.htm#forms>). If you receive this document from someone other than a State or Tribal CSE agency or a Court, a copy of the underlying order must be attached.

State/Tribe/Territory Washington State Remittance Identifier (include w/payment) IN 2260979
 City/County/Dist./Tribe _____ Order Identifier 999999999
 Private Individual/Entity _____ CSE Agency Case Identifier 623833

<p>SAMPLE STORAGE</p> <p>Employer/Income Withholder's Name 1512 UHAUL ST VANCOUVER WA 98660</p> <p>Employer/Income Withholder's Address _____</p> <p>Employer/Income Withholder's FEIN _____</p> <p>Child(ren)'s Name(s) (Last, First, Middle) PRODUCTION CHILD</p>	<p>RE: <u>PRODUCTION</u> <u>MR</u></p> <p>Employee/Obligor's Name (Last, First, Middle) <u>111-11-2222</u></p> <p>Employee/Obligor's Social Security Number _____</p> <p><u>PRODUCTION</u> <u>DAISY</u></p> <p>Custodial Party/Obligee's Name (Last, First, Middle)</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <p>Child(ren)'s Birth Date(s) <u>12/27/2012</u></p>
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ORDER INFORMATION: This document is based on the support or withholding order from Washington State.
 You are required by law to deduct these amounts from the employee/obligor's income until further notice.

\$ <u>400.00</u>	Per <u>month</u>	current child support	
\$ <u>100.00</u>	Per <u>month</u>	past-due child support	- Arrears greater than 12 weeks? <input type="checkbox"/> Yes <input type="checkbox"/> No
\$ _____	Per <u>month</u>	current cash medical support	
\$ _____	Per <u>month</u>	past-due cash medical support	
\$ _____	Per <u>month</u>	current spousal support	
\$ _____	Per <u>month</u>	past-due spousal support	
\$ _____	Per <u>month</u>	other (must specify) _____	

for a **Total Amount to Withhold** of 500.00 per month

ORDER INFORMATION: This document is based on the support or withholding order from Washington State.

You are required by law to deduct these amounts from the employee/obligor's income until further notice.

\$ <u>400.00</u>	Per <u>month</u>	current child support	
\$ <u>100.00</u>	Per <u>month</u>	past-due child support	- Arrears greater than 12 weeks? <input type="checkbox"/> Yes <input type="checkbox"/> No
\$ _____	Per <u>month</u>	current cash medical support	
\$ _____	Per <u>month</u>	past-due cash medical support	
\$ _____	Per <u>month</u>	current spousal support	
\$ _____	Per <u>month</u>	past-due spousal support	
\$ _____	Per <u>month</u>	other (must specify) _____	

for a **Total Amount to Withhold** of 500.00 per month

AMOUNTS TO WITHHOLD: You do not have to vary your pay cycle to be in compliance with the *Order Information*. If your pay cycle does not match the ordered payment cycle, withhold one of the following amounts:

\$ <u>115.38</u>	per weekly pay period	\$ <u>250.00</u>	per semimonthly pay period (twice a month)
\$ <u>230.76</u>	per biweekly pay period (every two weeks)	\$ <u>500.00</u>	per monthly pay period

\$ _____ **Lump Sum Payment:** Do not stop any existing IWO unless you receive a termination order.

REMITTANCE INFORMATION: If the employee/obligor's principal place of employment is Washington State, you must begin withholding no later than the first pay period that occurs one day after the date of 03/05/2013. Send payment within seven working days of the pay date. If you cannot withhold the full amount of support for any or all orders for this employee/obligor, withhold up to 50% of disposable income for all orders. If the employee/obligor's principal place of employment is not Washington State, obtain withholding limitations, time requirements, and any allowable employer fees at http://www.acf.hhs.gov/programs/cse/newhire/employer/contacts/contact_map.htm for the employee/obligor's principal place of employment.


Document Tracking Identifier N/A

OMB 0970-0154

INCOME WITHHOLDING FOR SUPPORT
DSHS 09-957 (REV. 06/2011)

FG VER. (1/22)
3012:03052013/
623833 / 3293

New Answer Form for one IWO per case

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

Answer to Order / Notice of Income Withholding for Support
(Chapters 26.23 and 74.20A RCW)

TO: DIVISION OF CHILD SUPPORT
PO BOX 11520
TACOMA WA 98411-5520

FROM: WAREHOUSE SOLUTIONS

RE: JOHN J JOHNSON
SSN: 123-45-6789
ACCOUNT NUMBER: IN 1234567
CASE NUMBER: 7654321

(Enter your mailing address if different from the one on the *Income Withholding for Support*.)

A. This is the first issuance of this form regarding the enclosed *Income Withholding for Support*. Please complete this form and return it to the Division of Child Support (DCS) within 20 days. You may respond on one answer form for multiple case numbers. Please list each case number. Attach a separate sheet if necessary.

B. This is the second issuance of this form. The Division of Child Support (DCS) previously served your business an *Income Withholding for Support* regarding the above-named parent. Please complete this form and return it to DCS within 20 days. If you do not complete and return this form, you will be subject to the liabilities stated in the enclosed order / notice. You may be liable even if you do not possess money or property belonging or owing to the parent. You may respond on one answer form for multiple cases. Please list each case number. Attach a separate sheet if necessary.

Employment / Payroll Information

1. We are a tribe, tribally-owned business, or Indian-owned business located on a reservation. (If you mark this box, enter your Employment Security Department (ESD) Number and Federal Employer Identification Number (FEIN) and go to the Declaration section on page 2.)
Our ESD number is: _____ Our FEIN is: _____

2. We are responding to an *Income Withholding for Support* we received for each of the following case numbers:
7654321 _____
9876543 _____
5432198 _____


3. We do not employ or owe money to the parent. (If you mark this box, complete this section and go to the Declaration section on page 2.)

a. We never employed the parent.

b. We employed the parent from _____ until _____

(1) We do not plan to rehire the parent.

(2) We plan to rehire the parent on _____



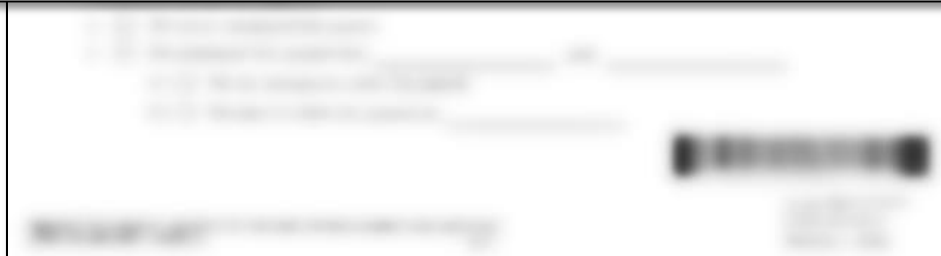
ANSWER TO ORDER / NOTICE OF INCOME WITHHOLDING FOR SUPPORT
DSHS 09-290 (REV. 09/2017) Page 1

FD-158 (8/2004 revision)
1234:12072017
7654321 / 4629



2. We are responding to an *Income Withholding for Support* we received for each of the following case numbers:

- 7054321 _____
- 9876543 _____
- 5432198 _____
- _____
- _____



(b) The parent was injured and receives a Department of Labor and Industries (L & I) disability benefit.
 The L & I claim number is _____
 (c) The parent's new employer's name is _____

4. We **employ or owe money** to the parent. (If you mark this box, complete the remainder of this form.)

a. We will withhold \$ 392.30 per pay period from the parent's disposable earnings as required by the *Income Withholding for Support*. (If you are responding to more than one *Income Withholding for Support* on this answer form, add the amounts for each case number together.)

b. We pay the parent: weekly twice monthly other: _____
 monthly every two weeks

(1) The gross pay per pay period is: \$ 2400

(2) The net pay per pay period is: \$ 2100

1. The parent's occupation is Washhouse worker

2. We do do not offer health insurance coverage for the parent's dependents.

3. We do do not pay the parent by direct deposit through Electronic Funds Transfer.

Debit/Check

The parent's last known address is: 113 S. 1st St.
Spokane, WA 99201

The parent's last known telephone number is (include area code) (509) 335-4421

We understand the duration of the increased Income Withholding for Support under 1 notice and any others that are listed in box 2 on page 1 of this answer form, as explained in the orders 1 notice.

I am authorized to verify (or declare) the following statement on behalf of the business:

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signer is Erin G. Anderson - Washhouse Solutions

12/19/2017 DATE

Erin G. Anderson SIGNATURE

Erin G. Anderson NAME ADDRESS

(509) 335-4421 TELEPHONE NUMBER (include area code)

(509) 335-4421 TELEPHONE NUMBER (include area code)

ISSUED TO: EMPLOYER, NOTICE OF INCOME WITHHOLDING FOR SUPPORT
 FORM WS 000 0001 0001 01

11-06-2017
 1204-0001007
 784522 / 4421

What do you know?



- An employer has ___ days to answer a withholding notice.
- 20 days

What do you know?



- An employer has __ working days to remit withheld funds.
- 7 days

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.

What do you know?



- An employee asks you to stop withholding child support because his child graduated from high school. Do you stop withholding based on this information?
- **NO! Only stop withholding when you receive a written notice from DCS.**

What do you know?



- True or False: Child Support withholding orders take priority over most other garnishments
- True, with the exception of the IRS. Contact DCS if there is a question.

Medical Support Enforcement

National Medical Support Notices

- May be sent with IWOs or on their own
- Requires employers to:
 - Enroll children into health insurance programs
 - Respond with insurance information
- Provides the employer with the premium limitation

Cover Letter for the National Medical Support Notice - Part A - Notice to Withhold for Health Care Coverage

This Notice Contains Confidential Information: Employer, employee, child, and custodial parent address information contained in Part A and Part B of the *National Medical Support Notice* is confidential. Please do not give address information or a copy of pages 1 or 5 to the employee, custodial parent, or any family member, relative, or friend of either party.

Please be sure to send the Part B Cover letter and the *Washington State Addendum to Box 2 of Plan Administrator Response* to the appropriate plan administrator(s) with Part B.

If the employee's health/dental insurance coverage is available through a union, forward Part B to the union's third party administrator.

If the employee has multiple cases requiring health care coverage, the Division of Child Support enclosed a separate *National Medical Support Notice* form for each case. Please be sure to send Part B of all of the notices to the plan administrator.

Additional information regarding limitations on withholding:

1. When the employee's principal place of employment is in Washington State, the total amount withheld for both child support and the children's health insurance premium cannot exceed 50 percent of the employee's disposable earnings.
 - a. When the **employee is already enrolled** in a health insurance plan and the employer or plan administrator adds only the children, then only the children's portion of the health insurance premium applies to the above limitation on withholding.
 - b. When the **employee is not already enrolled** in a health insurance plan and must be enrolled in order to enroll the children, then both the employee and children's health insurance premium applies to the above limitation on withholding.

2. Use the premium amount limits marked below to determine if you have to enroll the eligible children listed on the **National Medical Support Notice** in an available health insurance plan. If there are multiple **National Medical Support Notice** forms for the employee, please add the insurance premium amounts for the notices to determine the total premium amount limit. Enroll the children in the least expensive plan that provides the children coverage. The premium amount listed here and in the **National Medical Support Notice** applies only to an additional cost to add the children to the plan. It does not include the cost the employee has to pay for employee coverage only.

- a. Enroll the children only if you can do so at no cost to the employee.
- b. Enroll the children only if you pay all or part of the premium to cover the children.
- c. Enroll the children only if the employee's premium (to cover the children only) is not more than \$ 50.00 each month. If the premium exceeds this amount, you do not have to enroll the children.
- d. There is no set limit for the employee's premium amount (to cover the children only).

If the cost of the children's coverage is more than the limit shown above, mark box 5 on the Employer Response and tell DCS the cost of the premium. (Example: Premium cost is \$ _____.)

For more information about the **National Medical Support Notice**, visit our website at: <http://www.dshs.wa.gov/dcs/employers/employers.asp>

Part A Employers

- **For Employers Handling Their Own Enrollments**
 - Enroll kids in medical plan within premium limit
 - Complete Response Forms
 - Notify DCS when child removed from coverage

Part B Plan Administrator/Employer

- **Enrollments handled by third party or union**
 - Forward Part B to third party or union
 - Enroll kids in medical plan within premium limit
 - Complete Response Forms
 - Notify DCS when child removed from coverage

Income Withholding and the National Medical Support Notice

Questions?

- 800-562-0479
- DCS-CRU@dshs.wa.gov
- www.childsupportonline.wa.gov



Payments

- Remit within **7** days of withholding the funds



Mandatory Electronic Payments

Effective January 2019

- Mandatory Electronic Payments for most employers

The new law applies to all companies who:

- Have 10 or more employees
- Have less than 10 employees, but receive IWOs for more than one employee
- Use a payroll processing company
- Are required to electronically file and pay taxes to DOR

Benefits of Electronic Payments

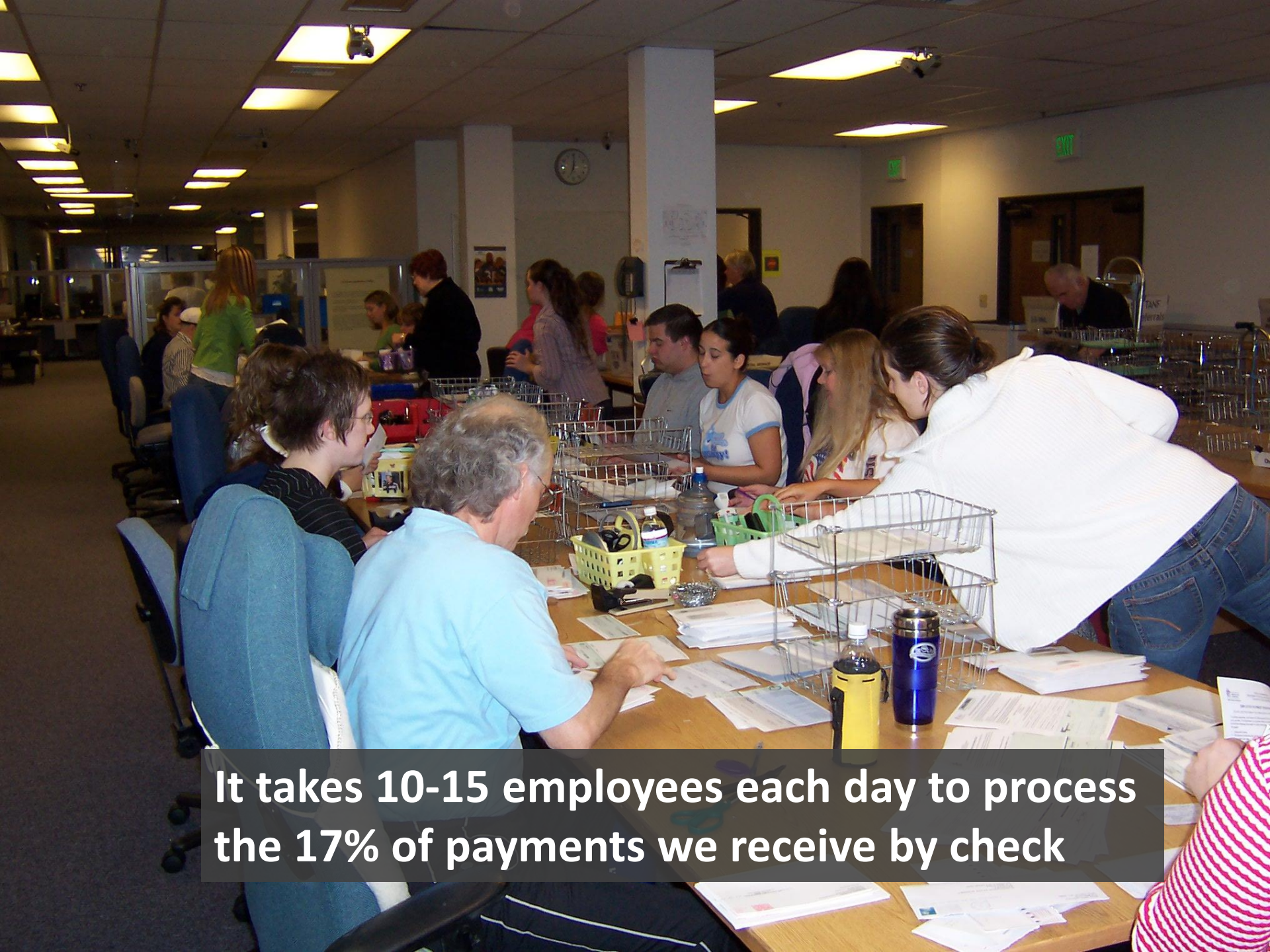
You Save Time and Money!

- Fewer steps, less paper
- Safer and less expensive
- Accuracy and security built into the process

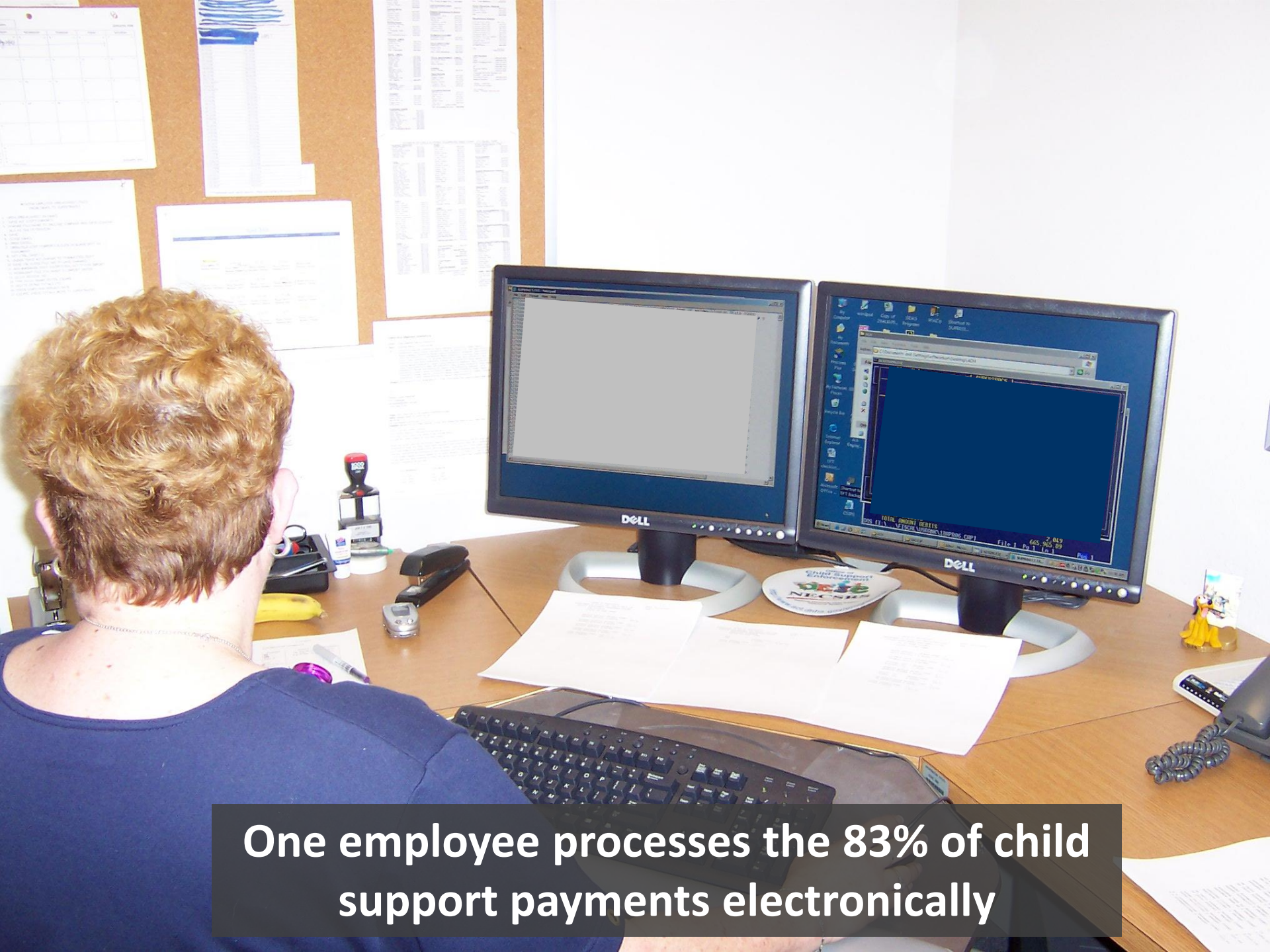
Public Savings

- Reduced processing cost
- Families receive money more quickly





It takes 10-15 employees each day to process the 17% of payments we receive by check



One employee processes the 83% of child support payments electronically

Payments FAQ

- **How soon must I send the child support payment that was withheld from an employee's paycheck?**
- You must send the payment within **seven** working days of paying wages to the employee.

Payments FAQ

- **Can I charge a processing fee to the employee?**
- Yes. Employers can charge a setup fee of \$10 for the first withholding and \$1 for each withholding thereafter.

Payments FAQ

- **I received a child support withhold from another state. Should I send payments directly to the other state?**
- Yes. You must send payments to the state that issued the income withholding order.
- If you are already withholding for this employee for WA, please contact us.

Any Questions?

Electronic Payments

- 800-468-7422

Other Questions

- 800-562-0479
- DCS-CRU@dshs.wa.gov



www.childsupportonline.wa.gov

Support from the Federal OCSE

Free Online Options

- Electronic Withholding Orders
- Online Termination Reporting
- Bonus and Lump Sum Reporting



More information

- Visit: <https://www.acf.hhs.gov/css/employers>
- E-mail the Federal Employer Services Team at employerportal@acf.hhs.gov for demonstration

Other Resources for Employers

Guide to Doing Business in Washington



www.business.wa.gov

www.bizguide.wa.gov

DCS Employer Info, Webinars & Workshops

www.childsupportonline.wa.gov

Employer Relations Team

We are here to help

- **1-800-562-0479**
- **DCS-CRU@dshs.wa.gov**



EFT Payments: 800-468-7422

www.childsupportonline.wa.gov

Division of Child Support

Thank You For Attending

800-562-0479 (DCS Employer Relations)

www.childsupportonline.wa.gov

DCS-CRU@dshs.wa.gov

Child Support



Improving the lives
of children, families
and communities.

www.dshs.wa.gov/dcs

