![DSHS Washington State Department of Social and Health Services logo]

## Administrative Policy No: 19.70.63

**Subject:** Garnishments, Writs, Wage Assignments, Child Support, and Levies for Providers and Vendors

**Information Contact:** Office of Accounting Services
Chief, (360) 664-5716

**Authorizing Source:** State Administration & Accounting Manual (SAAM): 25.60 Garnishments and Levies

**Effective Date:** April 1, 2016

**Revised:** January 31, 2025

**Approved By:** **Original approved by Richard Pannkuk**
Assistant Secretary / Chief Financial Officer

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### Purpose

This policy establishes the Department of Social and Health Services' (DSHS) policies and procedures for garnishments, writs, wage assignments, child support, and levies for providers and vendors.

### Scope

This policy applies to all DSHS programs that pay for services through agency financial reporting system (AFRS), and ProviderOne.

### Additional Guidance

IRS Publication 15, (circular E) employer's tax guide
IRS Publication 926, household employers tax guide

### Definitions

**Agency financial reporting system (AFRS)** is the state of Washington's official accounting system.

**Customer direct WA** is the employer of record for all Individual Providers.

**Garnishment or levy** is used to capture all or a portion of earnings or personal property owed by a state agency to an employee, vendor, or third party. Personal property can include, but is not limited to, wages, leave buyout, vendor payments, commissions, bonuses, or prize money. The documents used to capture such amounts include, but are not limited to, writs of garnishment, mandatory wage assignments, mandatory payroll deductions, court orders, levies, and other administrative orders.

**IPOne** is the payment subsystem of the Washington state medicaid management information system (MMIS), ProviderOne, used to capture reporting of hours worked by individual providers providing in-home care services and process payroll.

**Program** is the affected DSHS program, including the division, office, or staff designated by the assistant secretary or chief officer as being responsible for compliance with this policy.

**Provider** is any individual, medical professional, paraprofessional, or business that delivers individual medical care services or personal care services to a DSHS client and is paid by DSHS. A provider's tax reportable payments are reported on an IRS form 1099, 1042, or W2 depending on the type of services provided.

**ProviderOne** is the official Washington state medicaid management information system (MMIS) payment system owned by Health Care Authority (HCA) used to pay providers.

**Vendor** is any person, business, non-profit, or government entity who provides goods or services to DSHS or its clients. A vendor may or may not have a contractual agreement.

**Policy**

A.     **The office of accounting services (OAS) tax and garnishment unit is responsible for complying with garnishments, writs, wage assignments, child support, and levies served on DSHS for providers, and vendors of DSHS.**

OAS responsibilities include:

1.     Establishing policies and procedures for the handling of garnishments, writs, wage assignments, child support, and levies.

2.     Processing all garnishments, writs, wage assignments, child support, and levies except for providers paid by DSHS providers and vendors.

B.     **The OAS tax and garnishment unit serves as DSHS's point of contact for receiving all garnishments, writs, wage assignments, child support, and levies for AFRS, ProviderOne providers, and vendors**

1.      If DSHS staff receive a garnishment, writ, wage assignments, child support, or levy for a provider, or vendor, they are to forward the item to [DSHS garnishment desk](#)

2.      All writs must be received from the Attorney General's Office (AGO) prior to being processed.

3.      With the exception of child support, when OAS receives an IPOne garnishment, OAS will send a letter directing the garnisher to contact consumer directly. Writs will be responded to with a non-garnishment letter sent to the issuer of the writ.