

New Hire Reporting

State and federal laws require all employers to report each new and rehired employee. New hire reporting is the most successful means for locating parents, establishing orders and collecting child support.

HFS and DCSS recognize the work employers do to ensure the success of new hire reporting and income withholding. We appreciate their efforts to ensure that children get the necessary financial and medical support they need.

- A company that pays wages to a person needs to report that person as a new hire.
- A person who is an employee for purposes of federal income tax withholding from wages is also an employee for new hire reporting.
- An employee must be reported whether hired as a full- or part-time employee.
- Any employee who filled out a W-4 form must be reported.
- An employee who leaves the company for 60 days or more must be reported as a new hire upon returning to the company.
- A company that refers a person for employment and does not pay the person a salary does not need to file a new hire report.
- Labor organizations and hiring halls must report their own employees (persons who work directly for the labor organization or hiring hall).

How to Report

Employers can submit new hire information using one of these methods:

- Online at illinois.gov/hfs/ChildSupport
- Using the New Hire Reporting form provided by the Illinois Department of Employment Security at www.ides.illinois.gov/IDES%20Forms%20and%20Publications/NewHire.pdf
- With a copy of the employee's W-4 form, with all information completed legibly, including the employer information
- In a separate listing of new employees, with the required data

Where to Report

Online: newhire.hfs.illinois.gov/NewHireWeb/EmployerResources.jsp

By mail: Illinois New Hire Directory
P.O. Box 19473
Springfield, IL 62794-9473

By fax: 217.557.1947 (24-hour fax line)

By email: DES.NHire@illinois.gov

By sFTP upload: Call 888.245.1938 or 312.803.7253 for details

Important News and Updates

Registered employers can now report new hires online through file upload. They can also report employee terminations online.

**Register online today.
It could save you time and money!**

Visit illinois.gov/hfs/ChildSupport/Employers

For help with online registration,
call 888.245.1938

Multi-State Employers

A multi-state employer may choose to send all new hire documentation to one state by notifying the United States Department of Health and Human Services by mail or fax to:

Secretary, U.S. Department of Health and Human Services, Office of Child Support Enforcement (OCSE)
Multi-State Employer Registration
P.O. Box 509
Randallstown, MD 21133
Fax 410.277.9325

You can also do this online at
ocsp.acf.hhs.gov/OCSE

Questions?

Illinois Department of Healthcare and Family Services (HFS)

Division of Child Support Services (DCSS)
P.O. Box 641097
Chicago, IL 60664-1097

Employer Customer Service

888.245.1938 or 312.803.7253
Fax: 888.227.0370

For additional information visit
illinois.gov/hfs/ChildSupport/Employers

Income Withholding and the CCPA (Consumer Credit Protection Act)

The CCPA sets limits on withholding from an employee's disposable income based on their current family situation and child support payment history. The CCPA protects the employee from having more withheld.

Although most states follow the federal limits, some states have enacted laws that provide more protection of the employee's income.

The withholding limits set by the CCPA and adopted by Illinois are:

50% if the non-custodial parent has other dependents and owes no arrearages or is less than 12 weeks in arrears

55% if the non-custodial parent has other dependents and is more than 12 weeks in arrears

60% if the non-custodial parent has no other dependents and owes no arrearage or is less than 12 weeks in arrears

65% if the non-custodial parent has no other dependents and is more than 12 weeks in arrears

For help calculating withholding amounts, use the online allocation calculator at illinois.gov/hfs/ChildSupport

Division of Child Support Services Provides

- Location of non-custodial parents
- Establishment of paternity – legal determination of child's father
- Establishment or modification of child support orders
- Collection of child support order payments
- Services for non-custodial parents

To learn more, visit

illinois.gov/hfs/ChildSupport

Get an application for child support services at illinois.gov/hfs/ChildSupport/parents/Pages/Applications.aspx

We encourage you to make this information available to your employees.

Income Withholding Notice (IWN)

Income withholding is the court or administratively ordered deduction of a specified amount from a parent's income for payment of child support.

All employers must honor an Order/Notice to Withhold Income for Child Support. Out-of-state Orders/Notices are valid throughout the country, including the U.S. territories.

For help with income withholding, employers can call 888.245.1938.

- Employers do not have to vary their pay cycles to comply with the ordered frequency
- For the employer's convenience, the notice shows the total amount to be withheld per pay cycle – weekly, biweekly, semi-monthly and monthly
- Support payments take priority over all other deductions, except federal (IRS) tax levies entered before the date of the underlying child support order
- If an employee has federal, state or local tax garnishments, the employer should seek confirmation of this withholding priority from the tax agency
- Employers must remit payments to the Illinois State Disbursement Unit (SDU) within 7 days of the date withheld from the employee's paycheck. [SDU, P.O. Box 5400, Carol Stream, IL 60197-5400; Phone 877.664.5738; ilsdu.com]

Electronic Income Withholding (e-IWO)

Employers can choose to stop getting paper IWOs and switch to e-IWO to perform the transactions electronically using a secure portal.

To learn more about e-IWO, call 888.245.1938

National Medical Support Notice (NMSN)

The NMSN is the notice employers receive from the state child support agency instructing them to enroll a child or children in available dependent health coverage.

Coverage must begin at the earliest possible date following receipt of the NMSN.

- The NMSN provides that the employee named in the Notice is liable for any employee contributions required under the plan for enrollment of these children
- If there are additional premiums as a result of adding the child to the health plan, the employer must withhold the health premium cost from the employee's earnings
- If the employee's dependents cannot be enrolled, the employer is expected to return the Employer Response Form to the issuing agency within 20 business days of receipt
- If medical coverage is available through the employer, the employer should forward Part B to the Plan Administrator
- The Plan Administrator is to complete the Plan Administrator Response Form and the Health Insurance Report and return **both** to the issuing agency within 40 business days of the original date the NMSN was sent

Priorities for Withholding

The employer may receive an NMSN with an Order/Notice to Withhold Income for Child Support or by itself. If the employer receives **both** an NMSN and an Order/Notice, prioritize deductions in this order:

- 1st** Current support (if applicable)
- 2nd** Any health premium required by the employer (unless income is insufficient to pay the entire premium, in which case do **not** deduct for the premium)
- 3rd** Arrearage
- 4th** Delinquency
- 5th** Notice of Levy (wage garnishment other than a federal tax levy entered before the child support order)