

Employers' Role in New Hire Reporting: Helping America's Children and Saving Taxpayer Dollars

What is the New Hire Reporting Program? New Hire reporting is a process by which you, as an employer, report information on newly hired employees to a designated state agency shortly after the date of hire. You play a key role in this program by reporting all your newly hired employees to your state. This is important because new hire reports are matched against child support records at the state and national levels to find parents who are not paying their child support. New hire reports can also help establish a child support order or enforce an existing order.

The New Hire Reporting Program works! During fiscal year 2002, New Hire Reporting provided vital information about more than 4.5 million noncustodial parents and alleged fathers. Thanks to the cooperation of employers, over 294 million new hires have been reported since the program began in October 1997, resulting in the collection of billions of dollars for children.

Your cooperation in the New Hire Reporting Program also helps reduce fraud and save taxpayers' money. The Social Security Administration uses employer-reported data to identify overpayments in the Supplemental Security Income (SSI) program by detecting unreported or underreported income. These data saved approximately \$199 million in fiscal year 2002. State agencies operating unemployment insurance and workers' compensation programs use new hire information to detect erroneous benefit and public assistance payments. States have saved millions of dollars of erroneous unemployment insurance payments because of New Hire Reporting, and these savings help prevent increases in your insurance premium rates.

Reporting your new hires is easy. Most states accept new hire reports any way you choose to send them – by mail, fax, phone, or online. The basic requirements are to report the six data elements found on the W-4 form within 20 days of hiring, although some states require more data and/or a shorter timeframe for reporting. You can check for state-specific elements and timeframes by clicking "State-by-State Information on New Hire Reporting" on the Federal Office of Child Support Enforcement's website at:
<http://www.acf.hhs.gov/programs/cse/newhire/employer/contacts/contacts.htm>.

Just remember to report the following information after you hire someone (at a minimum, depending on state law):

- employee name
- Social Security number
- employee home address
- company name
- company Federal Employer Identification Number (FEIN)
- company address (note that the payroll office address is used for sending an income-withholding order. Please be sure to report the address where you want an income-withholding order sent.)

Billions of dollars have been collected for families, thanks in part to the New Hire Reporting Program. Your participation in the New Hire Reporting Program is required by law, and is also appreciated by the thousands of children and families who benefit from the program.

For more information about new hire reporting and employers' responsibility to the Child Support Enforcement Program, visit the Employer Services website at: <http://www.acf.hhs.gov/programs/cse/newhire/employer/home.htm>.

Internal notes re source of statistics:

-1st paragraph: “over 294 million new hires have been reported...”

From: “FPLS Statistics as of 1/31/03 – NDNH ‘Cumulative Number of Records Posted to the NDNH and Percent of Total (10/01/97-01/31/03)’ ”

-2nd paragraph: “During fiscal year 2002, New Hire Reporting provided vital information to states about more than 4 ½ million noncustodial parents and alleged fathers who were previously unlocated.”

From: NDNH Collection Statistics from Jennifer Francis, 2/27/03
(During FY02, OCSE returned information about 4,530,342 PF and NCP to the states.)

- 5th paragraph: “This data saved approximately \$199 million in fiscal year 2002.”

From: NDNH Collection Statistics from Jennifer Francis, 2/27/03
Source: Cost Benefit Analysis (CBA) for the Computer Match (Number 1074) between OCSE and the SSR