

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

New Hire Letter

TO:

Your company hired or rehired a new employee _____ in the _____ quarter of _____.

- Your company failed to report this new hire to the Division of Child Support (DCS) within twenty days of hiring as required by federal and state law.
- Other:

The federal and state laws (42 U.S.C. 653a, RCW 26.23.040, and RCW 74.20A.350) exist to ensure that noncustodial parents pay child support. DCS is required to quickly intercept the wages of noncustodial parents who owe child support.

These laws also save employers money.

- The Employment Security Department matches unemployment insurance payments with new hire reporting from employers. This helps identify claimants who do not properly report their earnings.
- The Department of Labor & Industries matches new hire reporting with unemployment claims. This helps identify fraudulent claims.

The enclosed information explains the New Hire reporting program and reporting methods.

- DCS recommends using our internet site to report. To report by internet, go to: childsupportonline.wa.gov.
- The site stores your new hire report data for 6 months.

Further failure to comply will result in fines.

If you have any questions, contact DCS at the address or telephone number provided below.

Date

AUTHORIZED REPRESENTATIVE
DIVISION OF CHILD SUPPORT

DIVISION OF CHILD SUPPORT
NEW HIRE REPORTING
PO BOX 9162
OLYMPIA WA 98507-9162
800-562-0479

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.