

HELFUL TIPS

Please visit: http://jfs.ohio.gov/Ocs/employers/CSPC_Overview.stm to review all options for employers to remit payments.

Many employees approach their employer for assistance with child support matters. If this occurs, employers are encouraged to refer the employee to the child support agency.

LINKS:

Federal Office of Child Support Enforcement <http://www.acf.hhs.gov/programs/css/employer>

Ohio Department of Job and Family Services Office of Child Support <http://jfs.ohio.gov/Ocs/employers>

Ohio CSEA Directors' Association (OCDA) <http://ocda.us>



Job & Family Services

Child Support Location:

209 S. Chestnut Street
Ravenna, Ohio 44266
(330)297-3791

OhioMeansJobs Portage County Location:

253 S. Chestnut Street
Ravenna, Ohio 44266
(330)296-2841

Public Assistance and Administration Location:

449 S. Meridian Street
Ravenna, Ohio 44266
(330)297-3750

Children Services Location:

446 S. Chestnut Street
Ravenna, Ohio 44266
24/7 Abuse/Neglect Hotline (330)296-CARE
Adoption (330)297-3809

Hours of Operation:

Monday-Friday 8:00 a.m. - 4:30 p.m.
Closed all major holidays

Director:

Kellijo Jeffries, MSW, LSW

Portage County Board of Commissioners:

Kathleen Clyde
Vicki A. Kline
Sabrina Christian-Bennett



Job & Family Services



WORKING TOGETHER!

Child Support & Employers

Employer Responsibilities

Employers have an important role in providing financial support for children through income withholding. Cooperation between employers and child support agencies promotes parental responsibility, reduces taxpayer costs for public assistance, and helps families provide for their children.

Tips to Remember:

- 1.** Report newly hired employees to State of Ohio. All new hires must be reported within 20 days of their start date to the Ohio New Hire Reporting Center. Report new hires electronically by visiting: <https://oh-newhire.com>.
- 2.** Pursuant to an order, withhold a portion of an employee's or independent contractor's income to satisfy a child support obligation. An Income Withholding Order (IWO) is an order issued by a court or child support agency requiring the deduction of child and medical support obligations. The employer/payor deducts the specified amount each pay period.
- 3.** Remit all income withholding payments timely. All support orders issued by a court or child support agency in Ohio require that child support payments go to Ohio Child Support Payment Central (CSPC) no later than 7 business days after the payment is withheld. Payments may be transmitted electronically. For information regarding payment remittance, please visit: http://jfs.ohio.gov/Ocs/employers/CSPC_Overview.stm.

- 4.** Pursuant to an order, provide an employee's dependents with medical support, if available. Medical support is part of child support, provided as health insurance under a parent's policy. Along with the income withholding order or through a separate mailing, you may receive a National Medical Support Notice (NMSN) for an employee.

More information is available at http://jfs.ohio.gov/Ocs/employers/MedicalSupport_Overview.stm.

- 5.** Report changes in status, including when the employee is no longer employed. When an employee with a child support obligation leaves your company or when any situation occurs where you are no longer paying income to the individual, notify the local child support agency as soon as possible by phone or in writing.

- 6.** Report lump sum payouts. Any lump sum payments of \$150 or more must be reported to the local child support agency in advance of making the payment. Lump sum payouts include, but are not limited to, vacation payouts, bonuses, severance pay etc. The payment must then be held by the employer for 30 days until otherwise ordered by the child support agency to disburse the money. If the employee owes past due child support, the court or agency will issue an order requiring that the payment be sent to Ohio Child Support Payment Central.

HELP FOR EMPLOYERS

Electronic Income Withholding Orders (e-IWO)

The Federal Office of Child Support, state child support agencies, public and private sector employers, and payroll processors have developed this free and efficient method for employers to:

- Acknowledge and accept or reject an IWO
- Notify the child support agencies of employee terminations
- Inform child support agencies of lump sum and bonus payments

For more information visit:

<https://www.acf.hhs.gov/css/employers/e-iwo>

Electronic Payments to Ohio Child Support Payment Central (OCSPC)

Employers are encouraged to make payments electronically. These transactions are faster, more accurate and less expensive to process than paper checks. OCSPC offers two electronic payment options. They are Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI). These two approved formats allow for employee name, case number and social security number to travel with the payment. Also, employee data is required just once and from that point forward, only necessary changes, deletions and additions are required.