



Danielle Jimenez, Outreach Representative
New Mexico New Hires Directory
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Dear Community Partner:

For as long as people have inhabited the Southwest, our community has been our family. The connection between the community and the family is a strong tradition in New Mexico's cultures, one made only stronger with the support of our neighbors. I'd like to request your assistance in improving the quality of life for some of our most vulnerable neighbors—single parents, and their children. Many of these parents are struggling to feed, clothe, and provide medical care for their sons and daughters. Many of New Mexico's children suffer because they do not receive the child support they are entitled to.

You can help. The New Mexico New Hires Directory, a division of the New Mexico Human Services Department, is dedicated to helping New Mexico's children get the child support they deserve. And employers are our key partners in this goal. By consistently and promptly reporting newly hired employees to the Directory, employers like you provide Tribal Child Support Agencies with the information they need to facilitate the collection of child support, allowing our children to lead more fulfilling lives.

There are many ways you may help us in our goal, such as:

- I would like to send you a free supply of the New Mexico New Hires and New Mexico Medical Support Notice brochures to share with employers in your area.
- The New Mexico New Hires and National Medical Support Notice brochures are also available online for electronic distribution. Please visit <http://www.NM-newhire.com> to download.
- If you have a resource center for the public, please display these brochures.
- If you have a website, please consider adding a link to the New Mexico New Hires website.
- As your Outreach Representative, I am available for speaking engagements. Whether at your next meeting or event, I would be pleased to speak with your group about this program. To contact me directly, please call 505-264-6211 or email DJimenez@policy-studies.com

I hope we can count on your support in our mission to make the lives of New Mexico's children better.

Thanks so much,

Danielle Jimenez
Out reach Representative

OUR COMMUNITY

OUR FAMILY



More Information:

The New Mexico New Hires Directory offers many reporting options, including secure and fast online reporting. Online reporting saves paper, postage and processing costs while providing your company with an immediate confirmation of the receipt of your new hire reports. Please visit our website for more information: www.NM-newhire.com

New Hire Reporting helps facilitate the collection of child support through income withholding. New hire reporting also reduces fraudulent unemployment insurance and workers' compensation claims. Overall, it's a vital and easy process designed to help employers make a positive difference in their communities. The following employees should be reported:

- *New employees:* Employers should report all employees. Employees should be reported even if they work only one day and are terminated.
- *Re-hires or Re-called employees:* Employers should report re-hires, or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work. This includes teachers, substitutes, seasonal workers, etc.
- *Temporary employees:* Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they only need to be reported as a re-hire if the worker has a break in service or gap in wages from your company.

The National Medical Support Notice is a notice some employers may receive requiring specific employees to include their children in their health insurance plan, if such benefits are offered by the company.

If you have additional questions, please contact our Customer Service Center at 888-878-1607 or visit our website at www.NM-newhire.com.

