

## Why is new hire reporting required?

In 1996, Congress enacted a law called the "Personal Responsibility and Work Opportunity Reconciliation Act" or PRWORA. This legislation created the requirement for employers in all 50 states to report their new hires and re-hires to a state directory within 20 days. New hire reporting speeds up the child support income withholding order process, helping children receive the support they deserve more quickly.

## Is anyone exempt from this law?

**Every employer must report every employee.** This includes employees who work less than a full day, are part-time employees, are seasonal employees, or employees who discontinue their employment prior to being reported. Employers having only domestic employees are required to report those employees.

## Who do I have to report?

Employers and/or labor organizations doing business in the State of Delaware must report the following employees:

- **New employees:** Employers must report all employees who reside or work in the State of Delaware. Employees must be reported even if they work only one day and are terminated or quit.
- **Re-hired or returning employees:** Employers must report re-hires, or employees who return to work after being laid off, furloughed, separated, granted a leave without. Employers must also report any employee who has a gap in pay 60 days or more and then returns to work. This includes teachers, substitutes, seasonal workers, or workers on temporary assignments.
- **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 do not need to be re-reported each time they report to a new client. They do need to be reported as a re-hire if the worker has a break in service or gap in wages 60 days or more.

## When do I have to report?

Employers must submit their new hire reports **within 20 days of the date of hire or re-hire.** Employers who submit reports electronically can submit the reports in two monthly transmissions not more than sixteen days apart.

## What information do I have to report?

- Employee's full name
- Employee's address
- Employee's Social Security Number
- Employee's date of hire
- Employer's name
- Employer's Federal Employer Identification
- Employer's payroll address
- Employer's phone and email address (optional)

## How do I report new hires?

Report online!

- Online report entry takes 2 minutes on average.
- Web report uploads take even less time.

Visit [newhire.dhss.delaware.gov](http://newhire.dhss.delaware.gov)  
or scan the QR code below:



- Set up automatic new hire file transfers. Contact us at 855-481-0018 to get started.
- Paper new hire reports may be faxed or mailed, using our new hire reporting form, a W4, or another list providing all the required information listed.

## Did you know?

Electronic reporting is the easiest, fastest, and most efficient way to report new hires. Electronic reporting will eliminate paperwork, increase the accuracy of the reports, allows faster processing, and save postage and other costs.

## I am an employer with employees in many states. Do I have to report in each state?

We recommend registering to report to Delaware as a multistate employer. Employers can register for multistate reporting with the Federal Office of Child Support Services at [www.acf.hhs.gov](http://www.acf.hhs.gov).