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**Employers play a
pivotal role in helping
Louisiana's
children receive the
support they need.**

www.LA-newhire.com

Louisiana Directory of New Hires
PO Box 142513
Austin, TX 78714-2513

Important CHANGES Enclosed

Louisiana Directory of New Hires



www.LA-newhire.com

Effective October 1, 1997, state and federal laws
require all employers to report each new and rehired
employee to the State Directory of New Hires.

A program of the Louisiana
Department of Social Services

What is new hire reporting?

Under Act 97 of the 1997 LA Legislative Session and Section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A, all public, private, non-profit, and government employers are required to report all newly hired and rehired employees within 20 days of hire to the Louisiana Directory of New Hires. When reporting electronically or magnetically you must submit two transmissions each month (if necessary based on volume of hiring) not fewer than 12 days nor more than 16 days apart.

Why is new hire reporting important?

Employers play a pivotal role in helping Louisiana's children receive the support they need. Those who don't receive financial support often depend on public assistance or live in poverty. By meeting the requirements of the new hire reporting law, you will help children receive the support they deserve. Furthermore, new hire



reporting 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.

Will the information be kept private?

All of the information you submit will be kept private and secure. In some cases, the information will be shared with other government agencies to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits.

Contact Information

Web Site:

www.LA-newhire.com

Mailing Address:

Louisiana Directory of New Hires
PO Box 142513
Austin, TX 78714-2513

Telephone Number:

888-223-1461

Fax Number:

888-223-1462

What information do I need to report?

Employer Information:

- ◆ Federal Employer Identification Number (FEIN)
- ◆ Name of business
- ◆ Employer full address to be used for income withholding orders

Employee Information:

- ◆ Employee's name
- ◆ Employee's mailing address
- ◆ Employee's Social Security Number (SSN)
- ◆ Date of hire
- ◆ Date of birth*
- ◆ Medical insurance eligibility*

*Optional, but recommended

How do I report new hires and rehires?

If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, simply report them yourself using one of the convenient methods outlined below.

Electronic:

- ◆ Internet reporting at www.LA-newhire.com
- ◆ Secure file upload
- ◆ Secure account, password exclusively for your company and confirmation receipt
- ◆ Electronic reports via diskette, CD-rom, or tape cartridges
- ◆ Electronic File Transfer

Non-Electronic:

- ◆ Printed list
- ◆ New hire form
- ◆ W-4 Form (including company name, address, FEIN, and state identification number)

Please mail or fax your non-electronic new hire reports.

You may call our office and speak with a customer service representative to receive technical assistance.

Multistate Employers

Multistate employers may choose to report their new hires electronically to just one state. If you choose this option, you must provide written notification to the Secretary of the U. S. Department of Health and Human Services (DHHS) of your intention to do so. You may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (202) 401-9267 or visit www.acf.dhhs.gov to download a form.