



REPORT ONLINE!

Report your new hires through our secure website to save time and money.

Visit www.la.newhire.com to register for online reporting.

Employers are also required to comply with Income Withholding Orders, National Medical Support Notices, and requests for Verifications and Terminations.

Visit the Louisiana Department of Children and Family Services website to learn more about these obligations:
<http://www.dcfslouisiana.gov/ChildSupportEmployersResourceGuide>

New hire reports must contain the following information:

- Employer name and FEIN
- Employer payroll address, email, phone and fax
- Employee name and SSN
- Employee address
- Date of hire



NEW HIRE REPORTING

INFORMATION FOR
EMPLOYERS

OUR GOAL:

The Louisiana Department of Children and Family Services is dedicated to helping families in Louisiana be financially self-sufficient. New hire reporting helps us in this goal by matching potential obligors with child support cases. Case workers can locate parents more quickly, help children receive medical support, and ensure that wage garnishments are fair and compliant with court orders. Our communities thrive as children are supported by both parents, giving them more opportunities to succeed. And when children succeed, we all do.

Help us achieve our goal: Report your new hires TODAY!



FAQs

New hire reporting is required by state and federal law. Failure to report can result in a financial penalty.

All employers must report every employee hired, within 20 days of the date of hire.

Employers must report all employees, including seasonal and temporary hires.

Re-hired and employees returning to work after a period of absence must be re-reported.

New hire reporting is used for the purposes of child support services and enforcement.

New hire reporting helps prevent fraudulent unemployment insurance, workers compensation, and social benefit claims.

Louisiana Directory of New Hires

Phone: (888) 223-1461 Fax: (888) 223-1462 www.la-newhire.com

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