

# Quick Reference Guide for California Employers

California Employer Website: <https://dcss.ca.gov/employer-resource/> DCSS Contact: 1-866-901-3212

## EMPLOYER RESPONSIBILITIES

- Report new hires or rehires within 20 calendar days.
- Respond to Verification of Employment letters within 30 days.
- Respond to [National Medical Support Notices \(NMSNs\)](#) within 40 days.
- Enroll dependent children in health care coverage when ordered by a court or per the NMSN.
- Withhold payments according to [Income Withholding Order \(IWO\)](#). Begin withholding the first pay period the order is received.
- Remit payments to the State Disbursement Unit (SDU) per the IWO.
- Notify the CA Department of Child Support Services (DCSS) regarding bonuses or lump-sum payments at: [lumpsumresponseteam@dcss.ca.gov](mailto:lumpsumresponseteam@dcss.ca.gov)
- Report terminated employees that have an IWO.

## VERIFICATION OF EMPLOYMENT

- Employers must complete and return the [Wage and Insurance Verification form \(DCSS 0230\)](#) within 30 days of receipt for traditional employees, seasonal employees, and independent contractors.
- DCSS requires that you respond directly to the [local child support agency \(LCSA\)](#) for verification of employment requests.
- For more information on Employment Verification visit the [Employer Resource Center-Employment Verification](#). ([California Family Code - FAM § 17512](#))

## BONUS/LUMP SUM

- Report bonus or lump sum payments prior to payout by contacting DCSS at: [lumpsumresponseteam@dcss.ca.gov](mailto:lumpsumresponseteam@dcss.ca.gov) or 1-916-464-6640
- Bonus and lump sum payments made to employees are considered income and may be garnished to collect past-due child support. Examples include severance, vacation payouts, retirement incentives, commissions, awards, and payments as a result of a settlement fund. For more information on bonus and lump sum payments visit the [Employer Resource Center- Payments page](#).
- 

## NEW HIRE REPORTING

### WHAT TO REPORT:

- New hires, rehired, and independent contractors must be reported to Employment Development Department (EDD) within 20 calendar days at the [California's New Employer Registry](#).
- Independent contractors include all Gig economy workers.
- CA required data elements:
  - » Employer legal business name
  - » Employer payroll address
  - » Federal Employer Identification Number (FEIN)
  - » Employee full name
  - » Employee home address
  - » Employee SSN
  - » Employees start of work date

### WHERE TO REPORT NEW HIRES AND INDEPENDENT CONTRACTORS:

- Report to EDD electronically through e-Services for Business at [e-Services for Business](#).
- Fax: 1-916-319-4400
- Mail:  
Employment Development Department Document  
Management Group, MIC 96  
P. O. Box 997016  
West Sacramento, CA 95799-7016  
([The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 \(PRWORA\)](#))

## NEW HIRE REPORTING FOR MULTISTATE

- Employers with employees in more than one state have the option to report all new hires to one state.
- To register as a multi-state employer with the Federal Office of Child Support Services (OCSS), complete the multistate form on the OCSS website at [Multistate Employer Registration Form and Instructions](#).

# Quick Reference Guide for California Employers

## INCOME WITHHOLDING ORDER

- The employer must notify the employee and provide a copy of the IWO and the Request for [Request for Hearing Regarding Earnings Assignment \(FL-450\)](#), within 10 days of receiving an [IWO \(form OMB 0970-0154 or form FL-195\)](#).
- The employer must begin withholding the amount specified on the order no later than the first pay period after receipt of the IWO. Employers must deduct child support payments on scheduled pay dates.
- The employer must remit the payment to the SDU within 7 business days of the pay date/date of withholding. The employer may charge the employee an administrative fee of up to \$1.50 for each payment.  
([Title IV-D of the Federal SSA at Title 42, US Code § 651](#))

## BENEFITS OF e-IWO

- IWOs can be received electronically (e-IWOs) through one of three options: e-IWO online, System to System, and No Programming. For more information visit [OCSS-e-IWO](#).
- Provides a secure and fast method of reporting.
- Reduces paper and processing time.
- Improves the quality of data submission.
- Distributes support to families efficiently.

## ELECTRONIC PAYMENTS

- California employers are required to submit payments electronically to the SDU.
- The SDU offers electronic payment options through [ExpertPay](#).
  - » ACH Debit, Credit Card, Venmo, Visa, MasterCard, Discover Credit Card, PayPal, Google Pay, and Apple Pay.
  - » [Electronic Funds Transfer](#).To enroll, go to [ExpertPay](#) and register using Legal Business Name, FEIN, and Payroll Address.
  - » For questions about ExpertPay, please call 1-800-403-0879.

ExpertPay also offers free Bulk-File Upload capabilities to remit payments for employers with multiple employees and independent contractors.

([California Family Code – FAM § 17309.5](#))

## NATIONAL MEDICAL SUPPORT NOTICE

- Within 10 days of the date on the [NMSN](#), provide the employee with a copy and the [Statement of Employee's Rights](#).
- Within 20 days of the date on the NMSN, return Part A (Employer Response) to the LCSA.
- Within 20 days of receiving the NMSN, provide the health insurance company with the instructions to enroll the dependents.
- Within 40 business days, the employer must provide the LCSA with a description of the coverage available, along with any forms required to activate coverage or claim benefits. This information should be submitted on the [Health Insurance Information \(DCSS 0054\)](#) form which will be included in the NMSN packet.  
([22 CA Code of Regs 110570](#))

## TERMINATIONS

- When an employee with an IWO terminates employment, your company must notify the LCSA.
- There are two ways to notify the LCSA of a termination:
  - » Complete the online [Termination of Benefits form](#),
  - OR
  - » Complete page four of the [Income Withholding Order](#), mail or fax to the LCSA.

## EMPLOYER RESOURCE CENTER

- Explore resources like the Employer Handbook, forms, events, and view the video library at the [Employer Resource Center](#).
- Make secure payments quickly and easily.
- Stay informed by joining our [email subscription list](#) for updates and announcements.
- Keep your company details current using the [Update Employer Information Form](#).

**For additional information visit the Employer Handbook located on <https://dcss.ca.gov/employer-resource/>**