



California Department of Child Support Services Employer Services Newsletter

FALL EDITION 2013

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Employer News, What's New?

Greetings! Welcome to our fourth edition of the Employer Services Newsletter. The California Department of Child Support Services (DCSS) recognizes the value employers provide to the child support program. As an employer, payroll or

human resources professional it can get confusing keeping up with your obligations; forms, reporting requirements, etc. The DCSS Employer Services Group is here to make your roles and responsibilities in the child support program easier.

Connect With Us!



We need your Help! Employer Data

In an effort to improve the quality and integrity of our employer data, we need your help. When we send duplicated child support documents, it wastes time and money. Save a little of both by ensuring we have the most current information about your company. The form to the right is an example of what we send to employers when we identify a discrepancy in our records. If you received this letter, then you already know which pieces of information we need from you. Please

complete the information stated in your letter. If you did not receive a notice in the mail and any of your company information has changed, we ask you to provide us with your updated information by completing the employer information request form. Keeping updated information will prevent duplication of documents being sent to your company and ensure the appropriate location is getting the documents. We thank you for keeping us informed.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
EMPLOYER INFORMATION REQUEST
 DCSS 0878 (01/12/12)

Please mark the "Information is Correct" box if the information is correct. If the information is not correct, mark the "Corrected Information" box.

I. Employer Legal Information

Employer Legal Name Sole Proprietor

Employer "Doing Business As" Name

FEIN SEIN State

II. Payroll/Garnishment Information

Contact Name Title

Address

You may also verify your information with an employer services representative weekdays, 8 a.m. to 5 p.m., by calling 888-898-1743.



DCSS Employer Services Team Webinar Replay

As an employer, payroll or human resources professional, it's a major accomplishment just to keep up with your roles and responsibilities, let alone the various forms and reporting requirements.

In an effort to better inform you, we have webinar replays and future webinars for you to view and attend. These webinars offer valuable insight on the various filing requirements and how your help supports family self-sufficiency.

View past webinar replays at the link located below:

<http://www.adpcomplianceinsights.com/webinar/child-support-partnering-for-the-future/>

To sign up for future webinar events, check out the DCSS [Upcoming Employer Events](#).

**Receive your
Income
Withholding
Orders
electronically.
It is free, fast
and simple.
Click [here](#) for
more
information.**

Payment Access at you Fingertips

Did you know that through the Interactive Voice Response (IVR) system you can register to make payments 24 hours a day, seven days a week. All payments are made directly to

the California State Disbursement Unit. After registering you can:

Pay using a Visa or MasterCard debit or credit card.

Or, pay using a checking or savings account.

If you need assistance or information on making electronic payments, dial 1.866.901.3212 (option 1).

Or register online [here](https://www.childsup.ca.gov/payments/).



Lump Sum and Bonus Payouts

Did you know?

Bonus and lump sum payments are considered employee income and can be garnished to collect past-due child support. Lump sum payments can include severance, leave payouts, insurance settlements, retirement incentives, commissions, stock options, lottery winnings, awards, and payments resulting from verdicts. A quick and easy way for employers to report lump sum payments is through the Debt Inquiry Service.

The information you provide (employee's name, address, and social security number; payout type and amount if available and employer contact information) is compared to the Federal Office of Child Support Enforcement (OCSE) debtor file. Then California receive matches within 24 hours. To view a demonstration of Debt Inquiry Service (DIS) or register your company, please contact the Employer Services Team of the OCSE.

You may also contact the California Department of Child Support Services for assistance with other reporting options by calling: (916) 464 - 6640 or by emailing: lumpsumresponseteam@dcss.ca.gov

Visit Lump Sum Reporting for more information on the DCSS Employer Resource Center.

We are here to make your jobs easier!

We want to hear from you.....

This newsletter serves to facilitate information exchange between California employers and the California Department of Child Support Services. If you have any questions or need direction to general material please reply to this e-mail. For any additional questions or concerns regarding case specific information, contact the local child support agency handling that case: 1-866-901-3212.

If there are topics you would like to see in the future DCSS Employer Services Newsletters, send an e-mail to: EmployerOutreach@dcss.ca.gov



California Department of Child Support Services

Employer Services Team

1-866-901-3212

<http://www.childsup.ca.gov/employer.aspx>

