



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header

List View

- General Information**
- Contact
- Default Values
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- Document Information

Procurement Folder: 29145

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0511

Vendor ID:

SO Doc ID: CSE1500000001

Legal Name: STELLARWARE CORPORATION

Published Date: 12/16/14

Alias/DBA:

Close Date: 12/23/14

Total Bid: \$3,344.09

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 0

Total of All Attachments: 0



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State Of West Virginia
 Solicitation Response**

Proc Folder : 29145

Solicitation Description : Addendum #3: New Hire Services

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2014-12-23 13:30:00	SR 0511 ESR12171400000001377	1

VENDOR

000000187090

STELLARWARE CORPORATION

FOR INFORMATION CONTACT THE BUYER

Robert Kilpatrick
 (304) 558-0067
 robert.p.kilpatrick@wv.gov

Signature X **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Transition Cost - Fixed Fee	1.00000	EA	\$0.00	

Comm Code	Manufacturer	Specification	Model #
80101604			

Extended Description : Transitional Cost (fixed fee) from current vendor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	New Hire Record/Resubmittal	19120.00000	EA	\$0.17	

Comm Code	Manufacturer	Specification	Model #
80101604			

Extended Description : Rate per each New Hire Record or Resubmit



Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

December 23, 2014

Re: Request for Quotation Regarding New Hire Services

Dear Mr. Robert Kilpatrick,

Enclosed with this letter is Stellarware's response to the Request for Quotation regarding New Hire Services. We are very proud of our approach to child support and employer reporting services and the fact that Stellarware has emerged as a national leader in providing innovative solutions to the child support community. We currently operate the New Hire Reporting programs for the States of Arizona, Kentucky, Mississippi, Ohio, Rhode Island, Virginia, Wisconsin, and the District of Columbia, as well as the Child Support Lien Network (CSLN) and Medical Assistance Intercept System (MAIS). Stellarware achieves excellence and improves efficiency of employer outreach and compliance strategies by combining superior customer service with the most advanced employer reporting technologies.

We understand the work to be performed and assure you that our operations will meet and exceed the expectations of the State of West Virginia. Stellarware agrees with all of the terms, conditions, and requirements in the Solicitation #CRFQ 0511 CSE1500000001, as well as all addenda that the State has issued.

I certify that, as President of Stellarware Corporation, I am the binding authority responsible for contractually obligating this organization to all statements made, including services and prices, in the proposal. Additionally, I am the person authorized to negotiate the contract on behalf of Stellarware. Lastly, I am the person to be contacted for clarification regarding this proposal. I may be reached as follows:



George French, President
Stellarware Corporation
140 North Franklin Street, Suite 2-1
Holbrook, MA 02343
(O) 781-986-1400
(C) 781-964-6600
(F) 781-623-8030
(E) gfrench@stellarware.com

Stellarware has chosen to submit our proposal electronically through wvOASIS and uploaded our Quotation, and additional support documentation to demonstrate Stellarware's willingness and capability to meet the requirements outlined in the CRFQ. Additionally, we have prepared a response to the technical portion of the CRFQ and can provide it to the State shortly after a contract award announcement, or as requested.

We look forward to the opportunity to work with the State of West Virginia on this very important project to maximize collections for the benefit of West Virginia's children and to help break the cycle of dependency on public assistance.

Sincerely,

George C. French
President

Executive Summary

Stellarware

Creating a New Wave of Innovation



Nation's Only Employer Registry

Stellarware is the only vendor with an advanced, web-based employer database

Successful Operation of 8 New Hire Programs

Each of our programs has grown every year, despite a slow economy

Unmatched Levels for Electronic Reporting

We focus on conversion and average a 90% electronic reporting rate

Focus on Superior Customer Service

Unparalleled commitment to compliance and educating employers

Trusted Connection to the Child Support Community

We have been a partner of the child support community for over 15 years

Stellarware offers innovative opportunities; don't get washed up with old technology.

Stellarware Corporation has become an innovative leader in the child support industry over the past fifteen years through its high-level operation of eight New Hire Reporting programs and the Child Support Lien Network (CSLN). We are thoroughly familiar with the needs of child support programs and services and, in particular, the need for an accurate and timely reporting system for collecting employee New Hire reports. Stellarware understands that these reports will assist caseworkers in finding where the non-custodial parent (NCP) is employed for the purposes of establishing paternity, instituting new child support orders, enforcing orders, and making collections through income withholding orders. We also understand the importance of providing medical insurance for the dependent children whenever possible. Providing an accurate and timely report of the NCP's employer will greatly enhance the enrollment of his/her children in a

medical insurance plan or allow for the establishment of a garnished cash medical payment order from the wages of the employee. Efficiently managing a New Hire program is just one important piece to the puzzle in making families independent and financially stable.

Children need support every day from their parents, both emotional support and, of course, financial support. Just missing one week's payment of child support causes havoc and severe hardship to the child and the custodial parent, who relies so heavily on that financial support to meet their everyday needs for sustenance. Caseworkers and automated child support enforcement systems need to know where non-custodial parents work at all times. Stellarware knows that getting fast and accurate employment information is critical to issuing timely child support payments to children. Having a well-managed and operated New Hire Reporting system can greatly enhance the lives of children who so desperately rely on timely child support payments.

In addition to technology, innovation, and partnership, some of Stellarware's core company values include respect for our clients, the ability to deliver value, and the opportunity to make an impact on society. Being a small company, Stellarware takes the time to understand each of our client's unique needs so that we can deliver the best value solution to their problem through excellent customer service. We feel fortunate to work with child support and human services departments across the country and for the chance to positively impact how effectively states can serve their communities. Stellarware's core competencies directly align with the West Virginia Bureau for Child Support Enforcement's mission of promoting and enhancing the social, emotional, and financial bonds between children and their parents and doing so in a customer-friendly atmosphere¹. Having these focuses in common, Stellarware is confident we understand

¹ West Virginia DHHR Bureau for Child Support Enforcement, About Us web page
<http://www.dhhr.wv.gov/bcse/about/pages/default.aspx>

the State’s needs as well as the complexity and importance of all components of this New Hire Services project.

Stellarware currently manages New Hire programs for Arizona, the District of Columbia, Mississippi, Ohio, Kentucky, Rhode Island, Virginia, and Wisconsin. We have developed the most comprehensive and user-friendly New Hire system, taking full advantage of current technologies, which puts us in an enviable position for the next generation of New Hire Reporting services. Stellarware looks to the future where our Employer Registry, including our Outreach Module, helps states communicate better with employers, measures compliance more effectively, and serves as a comprehensive and effective platform for a public / private partnership with the employer community. The success of the New Hire projects we operate is based on our ability to conduct employer outreach, which facilitates employer compliance by providing the least disruptive and most convenient and accurate means of reporting New Hires as possible.

The Benefits of Choosing Stellarware

Stellarware is excited about what we can offer the West Virginia New Hire program. Below are just some of the benefits of choosing our innovative solutions.

Unique Stellarware Feature	Benefit to West Virginia	Key Deliverables	Proof
<p>Nation’s Only Employer Registry</p>	<ul style="list-style-type: none"> • “One stop shop” solution • Web-based for easy access • Improved efficiency • Reliable data 	<ul style="list-style-type: none"> • State access to employer information • Customized reports • Ability to electronically communicate with employers directly from the system 	<ul style="list-style-type: none"> • Arizona used employer contact information supplied by the Employer Registry and reported it as the “best and most current information”

Unique Stellarware Feature	Benefit to West Virginia	Key Deliverables	Proof
Increased Electronic Reporting Rates Guaranteed	<ul style="list-style-type: none"> • Cost efficient • Improved compliance • Quicker turnaround 	<ul style="list-style-type: none"> • Reduced data entry time • Increased time for outreach activities • Improved data reliability 	<ul style="list-style-type: none"> • Our projects average a 90% electronic reporting rate • Stellarware has grown Arizona's electronic reporting rate to peak periods of 95%, and Rhode Island has seen rates as high as 96%
Extensive Child Support Experience	<ul style="list-style-type: none"> • Trusted resources • Big picture focus • Commitment and understanding towards a good cause 	<ul style="list-style-type: none"> • Reliable data that is ready for action • Increased collections • Valuable connections throughout the country 	<ul style="list-style-type: none"> • Stellarware has operated the Child Support Lien Network for 15 years, which is hosted by Rhode Island and partners with 31 states and over 1,800 insurance companies • Successful operation of New Hire programs in Arizona, District of Columbia, Kentucky, Ohio, Mississippi, Rhode Island, Virginia, and Wisconsin
Comprehensive Outreach Module	<ul style="list-style-type: none"> • Unmatched innovation • Improved efficiency • Effective communication 	<ul style="list-style-type: none"> • Reduced pollution of data • Commitment to compliance & conversion • Traditional & ad-hoc campaigns, Employer Participation Program (EPP), Unemployment Insurance (UI) outreach. 	<ul style="list-style-type: none"> • EPP and UI data only go into the Employer Registry once the employer has been validated and reported New Hires • All outreach activity is tracked by the system and carries over to the employer database for consistency
Professional Management & Staff	<ul style="list-style-type: none"> • Trustworthy partnership • Commitment to excellence • Immediate results 	<ul style="list-style-type: none"> • Established team with proven track record • Proposed Contract Manager with experience managing 5 New Hire programs • Fully-trained customer service staff prepared to assist employers 	<ul style="list-style-type: none"> • Experience transitioning multiple projects from current Vendor quickly and efficiently • Increased the number of records processed from 2012 to 2013 in all states

Unique Stellarware Feature	Benefit to West Virginia	Key Deliverables	Proof
<p>Cutting-Edge Communication With Employers</p>	<ul style="list-style-type: none"> • Improved customer service • Multi-generational understanding • Increased web presence 	<ul style="list-style-type: none"> • Option to create Facebook page and/or Twitter account 	<ul style="list-style-type: none"> • Operate 4 Facebook pages, including DC & Mississippi New Hire • Operate 4 Twitter accounts, including DC & Mississippi New Hire • Child Support Lien Network Facebook page has provided a forum for customer service questions

Stellarware’s Employer Registry Sets Us Apart from the Competition

One of the innovative approaches that Stellarware can offer the State of West Virginia is an Employer Registry, which is a comprehensive, interactive database with employer profiles, outreach activity, notes, and much more. An Employer Registry can greatly



Child support programs serve 1 out of every 4 children in the country.

-The Economic Progress Institute



improve the operations of a New Hire directory by interacting with employers throughout the state on a daily basis. Our Employer Registry is truly the best resource for collecting employer information. It also serves as the database for employers to gain access via the secure site and acts as an excellent tool for communications. We welcome the opportunity to provide the West Virginia project with the most comprehensive employer profile, highlighted by automated updates and alerts combined with a complete set of mail, fax, and outreach modules in a web-based system. Because it is completely web based, the Stellarware New Hire Reporting system can be easily deployed and used by employers, State staff, and Stellarware project staff. Employers will have the ability to log onto the secure database and submit New Hire reports directly to the website.

Besides allowing employers to easily and accurately submit New Hires, there are many other benefits provided by the Employer Registry. Employers can submit questions



online 24 hours a day/7 days a week. The Outreach Module in the Stellarware system is designed to handle all EPP, compliance, and conversion tasks with fully integrated tracking, notes, automated issuance of notices, and employer information, as well as a complete platform for reports. From the State staff perspective, our real-time dashboard and online access provide project management with the tools they need to oversee production.

Stellarware's Employer Participation Project (EPP) work is housed in the Outreach Module, and we are excited to offer West Virginia a brand new EPP feature no other vendor can match. Stellarware recently launched a feature allowing registered employers the ability to see and interactively report missing records via our secure website. Upon logging into the system, an employer is presented with a list of unreported employees, according to EPP data, which they are required to submit. The employer can individually report each employee with pre-filled information or report the employees as no longer employed. Employers also have the option to download a file, which they can complete and submit electronically to the New Hire center. This advanced feature is made possible by the Stellarware Employer Registry and has already helped hundreds of EPP employers achieve compliance.

A key communication technique that also becomes available using the Employer Registry is providing feedback. It is proven that employers will be more committed and compliant if they receive results of their participation and understand and recognize the value of the program. Further, the West Virginia New Hire Reporting Center can use the email addresses in the database to send information and alerts simultaneously to all of the employers in the State of West Virginia. Stellarware offers the opportunity to demonstrate how business and government can work together.

A Seamless Transition and Responsive Project for Employers and State Staff

Stellarware has become a master at successfully transitioning New Hire programs while maintaining a high level of service to employer communities, often within tight timeframes. Over the past several years, Stellarware has effectively transitioned eight New Hire projects from the current Vendor, which have all seen immediate results. During the implementation and operation of this project, if awarded, every decision will take into account the needs of the employers of West Virginia, as well as State staff. It is our commitment to BCSE and the employers of West Virginia that our office will be 100% transparent in the operation of the project.

Stellarware would like to assure West Virginia that we have successful experience operating projects of this size and scope efficiently. In July 2011, Stellarware began operating the Ohio New Hire Reporting Center from a newly established office in Dublin, Ohio. With an extremely limited timeframe, we were able to establish, set up, and fully staff an office in two weeks and transition the project within



three days to uphold the contract start date. In the first six months, Stellarware increased Ohio's electronic reporting rate by 4% and processed over 1.3 million records. **By the end of FY 2014, the Ohio New Hire Reporting Center has grown by 38% since Stellarware took over the project, and the program is on track to increase that growth to 47.7% by FY ending 2015, resulting in increased child support collections through wage assignments in Ohio.**

If awarded this contract, Stellarware will take a multi-pronged and cost effective approach to notify employers of any changes associated with the transition. The first order of business will be to work with the current Vendor to secure a transfer of services. Stellarware's objective is to minimize any changes for employers and to make the transfer as seamless as possible. We know this strategy will be effective because we took the same approach for our other New Hire projects, which have all experienced great success immediately after implementation.

This approach also provides us time to get familiar with the new employer database and analyze reporting trends to effectively perform outreach and communicate with the largest employers first. We have learned from our experience that 80% of New Hire reports come from 20% of the employers. Stellarware will use this information to target employers for outreach and ensure a smooth and seamless transition. The outreach campaign will include email alerts, notifications, telephone calls, faxes, and login alert messages. It is Stellarware's objective to utilize the most cost-effective mechanisms available prior to sending postal mail. With today's technology and our proven approach, Stellarware believes we can transition this project while improving the overall reporting and working relationship with the employers of the State of West Virginia.

Stellarware's Workflow to Meet All Reporting Requirements

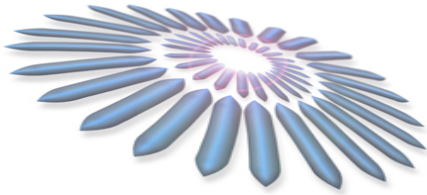
In managing the data for the West Virginia New Hire Reporting Center, there are two major priorities. The first priority is protecting the security and ensuring the accuracy of the data. The second priority is meeting State and Federal timeframes in the transfer of the data. Through operating New Hire Reporting projects for eight states and as the responsible operator of the Child Support Lien Network (CSLN) partnering with 31 states, Stellarware is recognized as a national leader in data transfer and data security. In addition, we are very proud of the fact that each of our customers will enthusiastically confirm that Stellarware is dedicated to meeting all project timeframes. We are proud that



New Hire Reporting projects operated by Stellarware have some of the highest compliance rates in the country and that we always operate within mandated timeframes.

Over the past several years, Stellarware has brought leading edge technology and innovation to the New Hire programs we operate. We have been able to greatly increase the number of reporting employers, the amount of records processed, and the electronic reporting rate. Stellarware has also cultivated a strong partnership with the employer communities we serve. For example, in December 2012 Stellarware worked with the Providence, RI Home Depot to help deliver families hundreds of Christmas trees. The manager at Home Depot reached out to our staff members because they had ordered too many trees and thought we could help. Our staff put the manager in touch with the Office of Child Support Services, and together they coordinated the delivery of hundreds of Christmas trees to families in the Providence area.

If selected, it is our commitment to the State of West Virginia to continue our history of outstanding accuracy and service and bring a fresh approach to this New Hire Services project. Stellarware never stops improving its innovative applications and systems to make it more efficient for employers to fulfill their reporting requirements and for the State to oversee the program. Stellarware looks forward to building our relationship with West Virginia and working together to improve employer compliance. We do not anticipate any problems successfully accomplishing the work outlined in the RFQ. We believe that our strength, energy, and innovative approach to New Hire Reporting will greatly benefit the State of West Virginia, its employers, and the families it serves.



**NEWHIRE
REPORTING
PROGRAM**



STELLARWARE
Technology - Innovation - Partnership

Innovation to Lead the Industry

Stellarware has quickly become an innovative partner for New Hire Reporting projects across the country. In the past, New Hire programs were centered around paper reporting and data entry, which have become costly and outdated. Stellarware's infusion of our feature-rich **Employer Registry** and **Outreach Module** have created a cutting edge employer portal to serve the states we work with.

Stellarware currently manages New Hire Reporting projects in Arizona, the District of Columbia, Kentucky, Mississippi, Ohio, Rhode Island, Virginia, and Wisconsin. Our web-based approach has made it easier for the employer communities we serve to fulfill their reporting requirements.



The Stellarware Difference

Nation's Only Employer Registry

Stellarware is the only New Hire vendor with an advanced, web-based employer database, known as the Employer Registry. Our Employer Registry maintains a complete employer profile and delivers an effective, two-way communication channel. State users have access to employer information as well as customized reports that can be run as often as desired. Stellarware's Outreach Module is a major component of the Employer Registry, allowing us to efficiently outreach to employers while tracking activities and monitoring compliance.

Successful Operation of 8 New Hire Programs

Despite a slow economy, each of Stellarware's New Hire programs has grown every year. Thanks to our outreach-focused approach, we continually increase the number of New Hire records passed to the state, sometimes by as much as 11% year to year!

Unmatched Levels for Electronic Reporting

By providing a variety of electronic options, we have made it easier for employers to fulfill their reporting requirements and more effective for states to access employer information. Stellarware's New Hire projects average a 90% electronic reporting rate with peak periods as high as 95%!

Focus on Superior Customer Service

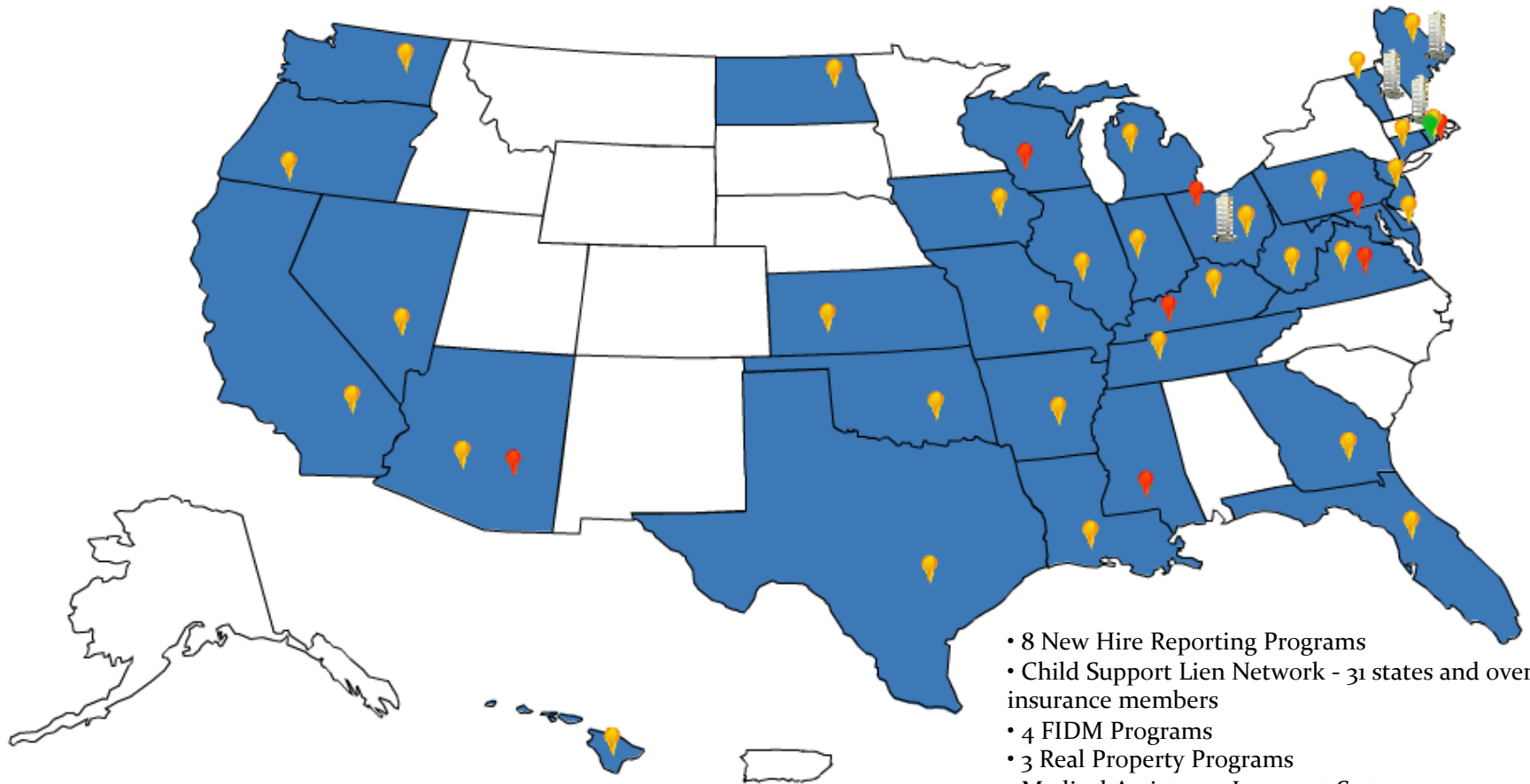
Stellarware's customer service staff and project managers are trained in all aspects of New Hire projects and have the experience necessary to successfully transition and operate New Hire Reporting programs. Our commitment to excellence is reflected in the contract extensions our clients have granted us for a job well done.

Trusted Connection to the Child Support Community

Stellarware has made lasting connections with the child support community through operating the Child Support Lien Network (CSLN) for the past 15 years. We truly understand the importance of timely New Hire reports to help make collections through income withholding orders for children in need.

www.stellarware.com | contact@stellarware.com | Phone: (781) 986-1400





- 8 New Hire Reporting Programs
- Child Support Lien Network - 31 states and over 1,800 insurance members
- 4 FIDM Programs
- 3 Real Property Programs
- Medical Assistance Intercept System

Map Key



Client



Office Location



New Hire Reporting Service



Child Support Lien Network
Service



Medical Assistance Intercept
System Service



1-888-282-2064 Ext. 250

[contact us >](#)

[español >](#)

[» Home](#) [» Login](#) [» Register](#) [» Reporting Fundamentals](#) [» FAQs](#) [» Law](#) [» Forms](#) [» File Transfer](#) [» Employer Resources](#)

*Welcome to the
Arizona New Hire Reporting Center*



Attention All Employers!

Federal and State law requires employers to report newly hired and re-hired employees in Arizona to the Arizona New Hire Reporting Center. Please use this site to provide you with information about reporting new hires including reporting online and other reporting options!

Register to Report New Hires on the Internet or to securely transfer files

REGISTER

Login and Report New Hires online or transfer files if you are already

LOGIN

Updates

Tis the season! The Arizona New Hire Reporting center reminds all Arizona employers that seasonal and temporary workers are considered employees for reporting purposes. All employees need to be reported to the Arizona New Hire Reporting Center within 20 days of their hire date, whether they are full-time, part-time, or temporary.

Arizona Revised Statute 23-722.01 defines an employee as someone who resides or works in this state. Employers must report all new and rehired employees who reside or work in the State of Arizona who will receive wages in exchange for their services.

LINKS

- [Employer Resources](#)
- [AZ Dept. of Economic Security](#)
- [Division of Child Support Services e-Employer](#)
- [Federal Office of Child Support Enforcement](#)

In November 2009, Stellarware was awarded the contract to operate the Arizona New Hire Reporting Center. With continuing efforts to improve the New Hire process, Stellarware has integrated software solutions that allow for hundreds of thousands of new hires to enter the system in many unique formats. To date, Stellarware has processed over 7 million new hire records for the State of Arizona.

ARIZONA NEW HIRE REPORTING CENTER
PO BOX 402
HOLBROOK, MA 02343



Effective October 1, 1998, 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 Arizona Department of Economic Security, Division of Child Support Enforcement.

What is new hire reporting?

Arizona Revised Statute 23-722.01 and Section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A, require all public, private, non-profit and government employers to report every newly hired and rehired employee within 20 days of hire to the State Directory of New Hires. In Arizona, new hire reports are submitted to the Arizona New Hire Reporting Center, located in Holbrook, Massachusetts.

Why is new hire reporting important?

Employers play an essential role in helping Arizona's children receive the support they need. Many families who don't receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with 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. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers make a positive difference in their communities.

Will the information be kept private?

All of the information submitted to the New Hire Reporting Center will be kept private and secure. When pertinent, some information will be shared with government agencies to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits

What information do I need to report?

Employer information:

- Federal Employer Identification Number (FEIN)
- Name of Business
- Employer 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 (new reporting requirement)**
- 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, you can easily report them yourself using one of the convenient methods listed below.

Electronic:

- Internet reporting at www.AZ-NEWHIRE.com
- Secure file upload
- Secure account, password exclusively for your company and a confirmation receipt
- Electronic reports via diskette, cd-rom, or tape cartridges
- Electronic File Transfer

Non-Electronic:

- New Hire Reporting Form
- Printed List
- W-4 Form (including company name, address and FEIN)

Please mail or fax non-electronic new hire reports.

Feel free to contact our office and speak with a customer service representative to receive technical support. If you use a third-party vendor to report your new hires, please ensure that the vendor is reporting accurate information on your behalf to ensure compliance with Arizona Revised Statute 23-722.01 and Section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A.

WWW.AZ-NEWHIRE.COM
P.O. BOX 402
HOLBROOK, MA 02343
PHONE: (888) 282-2064
FAX: (888) 282-0502

Employers play an essential role in helping Arizona's children receive the support they deserve.

ATTENTION! Employers responsible for receiving and responding to income withholding orders, medical support notices and employment verifications." Receive and report online (electronically)!

GO GREEN WITH DCSE No paper – no postage – faster response – cost effective

The Arizona Department of Economic Security, Division of Child Support Enforcement offers employers the opportunity to receive and respond to income withholding orders, medical support notices and employment verifications **online (electronically)!**

To register as an e-Employer, send an email to E-EMPLOYER@AZDES.GOV with this information:

- Your Company's Name and Mailing Address
- Federal Employer Identification Number (FEIN)
- Phone Number and Contact Email

For more information on E-employer services please visit www.az-newhire.com/faqs

In late May 2010, Stellarware was awarded the contract to operate the District of Columbia New Hire Reporting Project. Stellarware completed a seamless transition in 60 days and started operations August 1, 2010. Since implementation, we have met or exceeded all reporting expectations.

THE DISTRICT OF COLUMBIA
"One City, One Future"

Mayor
VINCENT C. GRAY

District of Columbia Directory of New Hires

Follow @DCNewHire Like

Home Login Register FAQs File Transfer Employer Resources Contact Us

Welcome to the District of Columbia Directory of New Hires!

Tis the season! The District of Columbia Directory of New Hires reminds all employers operating within the District that seasonal and temporary workers are considered employees for reporting purposes. All employees need to be reported to the District of Columbia Directory of New Hires within 20 days of the date they begin employment in the District of Columbia, whether they are full-time, part-time, or temporary.

The Trade Adjustment Assistance Extension Act of 2011 amends section 453A(a)(2) of the Social Security Act. This amendment defines a newly hired employee as an employee who (i) has not previously been employed by the employer; or (ii) was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers must report all employees who work in the District of Columbia who will receive wages in exchange for their services.

Temporary agencies are mandated to report their workers who sign a W-4 form and report to an assignment. Workers only need to be reported once, and they do not need to be reported each time they are placed with a new client. If the worker has a break in service from your agency and a new W-4 form is required, then a new hire report would be necessary.

We highly recommend reporting your new hires electronically, as there are multiple benefits of doing so. Electronic reporting is the most secure method of transmitting data, allows for faster processing, and saves on postage and other costs. Additionally, employers receive printable confirmation of all new hires reported during a session. For more information on how to report electronically, please refer to Reporting Fundamentals or call us at (877) 846-9523. Staff members are available to answer questions, discuss reporting options, and provide a demonstration of the website.

Our goal is to make reporting your new hires as simple and quick as possible.

ATTENTION! In accordance with Section 802 of The Claims Resolution Act of 2010 (CRA), the DC Council passed legislation on March 22, 2012, which requires employers to provide the date an employee first performed services for pay to the state New Hire Directory. Effective August 1, 2013 the date of hire will be a mandatory data element. Employers can input this information by using the existing "Employee's Date of Hire" field.

Definition of a Newly Hired Employee:

Effective April 21, 2012, The Trade Adjustment Assistance Extension Act of 2011, signed October 21, 2011 by President Obama, amends section 453A(a)(2) of the Social Security Act. This amendment defines a newly hired employee as an employee who (i) has not previously been employed by the employer; or (ii) was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. As a reminder, employers are still required to report employees hired on a temporary basis.

- New employers can register at [New User Registration](#). You must have your FEIN and a valid email address.
- If you have an existing account, you can start right away at [User Login](#).
- If you forgot your password, the system can send it to you at the email address on file. See [Password Help](#).

REPORTING REQUIREMENTS

REQUIRED DATA ELEMENTS	
EMPLOYER	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)
	NAME OF BUSINESS
	ADDRESS TO BE USED FOR INCOME WITHHOLDING ORDERS
	DATE OF HIRE*
EMPLOYEE	SOCIAL SECURITY NUMBER (SSN)
	NAME (FIRST AND LAST)
	MAILING ADDRESS

OPTIONAL DATA ELEMENTS	
EMPLOYER	CONTACT'S NAME
	CONTACT'S PHONE
	CONTACT'S FAX
	CONTACT'S EMAIL ADDRESS
	STATE EMPLOYER IDENTIFICATION NUMBER (EIN)
EMPLOYEE	DATE OF BIRTH
	GENDER
	MEDICAL INSURANCE ELIGIBILITY AND DATE OF ELIGIBILITY
	SALARY, WAGES, OR OTHER COMPENSATION
	STATE OF HIRE

* Effective June 8, 2011, The Claims Resolution Act of 2010 (CRA) Section 802, requires employers to provide the date an employee first performed services for pay to the state New Hire Directory.

NAME
ADDRESS
CITY, STATE ZIP

DISTRICT OF COLUMBIA DIRECTORY OF NEW HIRES
PO Box 366
HOLBROOK, MA 02343



[HTTPS://DC-NEWHIRE.COM](https://dc-newhire.com)

TOLL-FREE PHONE: 877-846-9523

TOLL-FREE FAX: 877-892-6388



DC Directory of New Hires

District Of Columbia Revised Statute §46-226.06 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. §653a, requires all employers to report newly hired and rehired employees to a state directory within 20 days of their hire date.

What is new hire reporting?

All employers with business operations in the District of Columbia are required to report all newly hired and rehired employees, who live or work in the District of Columbia, to the District of Columbia Directory of New Hires within twenty (20) days of an employee's first day on the job. State and federal law require employers to report paid individuals regardless of whether the person is considered an employee by federal tax code standards.

Why is new hire reporting important?

Employers play an essential role in helping the District of Columbia's children receive the support they need. Many families who don't receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting laws, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers make a positive difference in their communities.

Feel free to contact our office and speak with a customer service representative to receive technical support.

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, you can easily report them yourself using one of the convenient methods listed below.

Electronic

- Online at <https://dc-newhire.com/>
- Secure File Upload
- Secure account and password exclusively for your company
- Diskette, CD-Rom, or tape cartridges
- Electronic File Transfer

For more information on electronic reporting and acceptable file formats please visit <https://dc-newhire.com/ftp>

Non-Electronic

- New Hire Reporting Form
- Printed List
- W-4 Form (must include company name, address and FEIN)

Please mail or fax your non-electronic new hire reports. For an up-to-date form please visit <https://dc-newhire.com/forms>

Will the information be kept private?

All of the information submitted to the District of Columbia Directory of New Hires will be kept private and secure. When pertinent and allowed by law, however, some information will be shared with government agencies or private entities under contract with government agencies to support child support functions and to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits.

Multistate Employers

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have the option of reporting their new hires electronically to only one (1) state. Employers may contact the Multistate Employer Helpdesk to request a registration form at (410) 277-9470 or visit <http://151.196.108.21/OCSE> to complete the form online.

If you use a third-party vendor to report your new hires, please ensure that the vendor is reporting accurate information on your behalf to ensure compliance with the District of Columbia Directory of New Hire State law, D.C. Code §46-226.06, and the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C §653a.

In late April 2013, Stellarware was awarded the opportunity to operate the Commonwealth of Kentucky's New Hire Reporting Program and has increased electronic reporting from 80% to 87% so far. In its first year, nearly 575,000 New Hire reports were processed.

KENTUCKY
NEW HIRE REPORTING CENTER

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» Home » Login » Register » Reporting Fundamentals » FAQs » Law » Forms » File Transfer » Employer Resources

Kentucky
UNBRIDLED SPIRIT™

COMMONWEALTH OF KENTUCKY
UNITED WE STAND
DIVIDED WE FALL

Attention All Employers!

Federal and State law requires employers to report newly hired and re-hired employees in Kentucky to the Kentucky New Hire Reporting Center. Please use this site for information about reporting new hires including reporting online and other reporting options!

Register to report New Hires on the internet or to securely transfer files:

REGISTER

Login and report New Hires online or transfer files if you are already registered:

LOGIN

Enter a scheduled KY New Hire Web Conference.

JOIN WEB MEETING

Updates

Tis the season! The Kentucky New Hire Reporting center reminds all Kentucky employers that seasonal and temporary workers are considered employees for reporting purposes. All employees need to be reported to the Kentucky New Hire Reporting Center within 20 days of their hire date, whether they are full-time, part-time, or temporary.

A new employee is an individual who is eligible for federal income tax withholding from wages and provides a service to the employer. 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 to the Registry. Even employers having only household and/or domestic employees are required to report those employees.

Temporary agencies are mandated to report their workers who sign a W-4 form and report to an assignment. Workers only need to be reported once, and they do not need to be reported each time they are placed with a new client. If the worker has a break in service from your agency and a new W-4 form is required, then a new hire report would be necessary.

We highly recommend reporting your new hires electronically, as there are multiple benefits of doing so. Electronic reporting is the most secure

Quick Links

- [KY Newhire Brochure](#)
- [Employer Resources](#)
- [Kentucky Child Support Enforcement](#)
- [Federal Office of Child Support Enforcement](#)



Kentucky New Hire Reporting Center

Kentucky Revised Statute 405.435 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a, requires all Kentucky employers to report all newly hired or rehired employees to the state directory within 20 days of the hire or rehire date. As of July 1, 1997, all employers and labor organizations in the State of Kentucky who are covered by the Kentucky Unemployment Insurance law are required to report new employees to the Registry.

What is new hire reporting?

All employers with business operations in the State of Kentucky are required to report all newly hired or rehired employees who live or work in Kentucky within twenty (20) days of the employees' first day on the job. State and federal laws require employers to report paid individuals regardless of whether or not the individuals are considered employees by federal tax code standards.

Why is new hire reporting important?

Employers play an essential role in helping Kentucky's children receive the support they need. Many families who do not receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting laws, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers have a positive impact on their communities.

How do I report new hires and rehires?

There are a variety of simple and easy ways to report new hires and rehires including online reporting, electronic reporting, mail, or fax. Reporting electronically, however, is the fastest and easiest way to report. Reporting electronically saves time and money. If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, you can easily report them yourself using one of the convenient methods listed below.

Electronic: www.ky-newhire.com

- Interactive internet reporting
- Secure file upload
- Electronic File Transfer Protocol (FTP)
- Secure account and password exclusively for your company, and a confirmation receipt



Non-Electronic

- New Hire Reporting Form (available at www.ky-newhire.com)
- Printed list
- W-4 Form (add company name, company address, FEIN, employee's date of hire, and employee's date of birth.)



Employers play an essential role in helping Kentucky's children receive the support they deserve!



Kentucky New Hire Reporting Center

What information do I need to report?

Employer information:

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



Employee information:

- Employee's name
- Employee's mailing address
- Social Security Number
- Employee's date of hire
- State of hire (required if reporting as Multistate Employer)

Will the information be kept private?

All of the information submitted to the New Hire Reporting Center will be kept private and secure. When pertinent, and allowed by law, some information will be shared with government agencies to help reduce fraud in areas like workers' compensation, unemployment, and welfare benefits.

Multistate Employers

Multistate employers have the option of designating one state to which they will report all new hires. Employers who choose this option must provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (410) 277-9470 or visit www.acf.hhs.gov to download a form.

Claims Resolution Act of 2010

Section 802 of the CRA effective June 8, 2011, requires employers to provide the date an employee first performed services for pay to the state New Hire Reporting Center. Employers can input this information using the existing "Employee's Date of Hire" field.

Using a Third-Party Vendor

If you use a third-party vendor to report your new hires, please verify that the vendor is reporting accurate information on your behalf to ensure compliance with Kentucky Revised Statute 405.435 and section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A.

Feel free to call our office and speak with a customer service representative.

www.ky-newhire.com



Kentucky New Hire Reporting Center
P.O. Box 3818
Dublin, OH 43016

Phone: 800-817-2262
Fax: 800-817-0099

Employers play an essential role in helping Kentucky's children receive the support they deserve!

MISSISSIPPI
STATE DIRECTORY OF NEW HIRES

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1-800-241-1330
contact us >

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*Welcome to the
Mississippi State Directory of New Hires*

Attention All Employers!

Federal and State law requires employers to report newly hired and re-hired employees in Mississippi to the Mississippi State Directory of New Hires. Please use this site to provide you with information about reporting new hires including reporting online and other reporting options!

Register to Report New Hires on the Internet or to securely transfer files

REGISTER

Login and Report New Hires online or transfer files if you are already registered

LOGIN

Enter a scheduled MS New Hire Web Conference.

JOIN WEB MEETING

Updates

Tis the season! The Mississippi State Directory of New Hires reminds all Mississippi employers that seasonal and temporary workers are considered employees for reporting purposes. All employees need to be reported to the Mississippi State Directory of New Hires within 15 days of their hire dates, whether they are full-time, part-time, or temporary.

Mississippi law 43-19-46 defines an employee as any person who resides or works in this state to whom the employer anticipates paying wages. Employers must report all employees who reside or work in the State of Mississippi who will receive wages in exchange for their services.

Temporary agencies are mandated to report their workers who sign a W-4 form and report to an assignment. Workers only need to be reported once, and they do not need to be reported each time they are placed with a new client. If the worker has a break in service from your agency and a new W-4

LINKS

- [Employer Resources](#)
- [Dept. of Human Services](#)
- [Division of Child Support Enforcement](#)
- [Dept. of Employment Security](#)

In June 2010, Stellarware was awarded the contract to operate the Mississippi New Hire Reporting Project. Taking full advantage of our newly developed new hire systems, Stellarware completed a seamless transition in less than 30 days.



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

What is new hire reporting?

All employers with business operations in the state of Mississippi are required to report all newly hired employees who live or work in Mississippi within fifteen (15) days of the employee's first day on the job. State and federal laws require employers to report paid individuals regardless of whether the person is considered an employee by federal tax code standards.

Why is new hire reporting important?

Employers play an essential role in helping Mississippi's children receive the support they need. Many families who don't receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with 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. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers make a positive difference in their communities.

Will the information be kept private?

All of the information submitted to the State Directory of New Hires will be kept private and secure. When pertinent, some information will be shared with government agencies to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits.

What information do I need to report?

Employer information:

- Federal Employer Identification Number (FEIN)
- Name of Business
- Employer address to be used for income withholding orders
- Employers State EIN

Employee Information:

- Name
- Mailing Address
- Social Security Number (SSN)
- Work State
- Date of Birth
- Date of Hire
- Gender
- Medical insurance eligibility
- Salary and Payment Frequency

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, you can easily report them yourself using one of the convenient methods listed below.

Electronic:

- Internet reporting at www.MS-NEWHIRE.com
- Secure file upload
- Secure account, password exclusively for your company and a confirmation receipt
- Electronic reports via diskette, cd-rom, or tape cartridges
- Electronic File Transfer

Non-Electronic:

- New Hire Reporting Form
- Printed List
- W-4 Form (including company name, address and FEIN)

Please mail or fax your non-electronic new hire reports



Feel free to contact our office and speak with a customer service representative to receive technical support.

If you use a third-party vendor to report your new hires, please ensure that the vendor is reporting accurate information on your behalf to ensure compliance with Mississippi State laws 43-19-46 and 91-11-101 and the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA).

Multistate Employers

Multistate employers have the option of reporting their new hires electronically to only one state. Employers who choose this option must provide written notification to the Secretary of the U.S Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (202) 401-9267 or visit www.acf.hhs.gov to download a form.

The State of Mississippi is encouraging all employers and financial institutions to remit child support payments electronically via Electronic Funds Transfer (EFT). Remitting payments electronically is more efficient, accurate and helps children get the support they need more promptly. Please visit www.ms-newhire.com for more information and instructions for remitting payments electronically.

Employers play an essential role in helping Mississippi's children receive the support they deserve.



www.ms-newhire.com

Mississippi State Directory of New Hires
P.O. Box 312
Holbrook, MA 02343
Phone: 800-241-1330
Fax: 800-937-8668



(614)221-5330
(888)872-1490 Ext. 300

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Welcome to the Ohio New Hire Reporting Center



Attention All Employers!

Federal and State law requires employers to report newly hired employees in Ohio to the Ohio New Hire Reporting Center. Please use this site to provide you with information about reporting new hires including reporting online and other reporting options!

Register to Report New Hires on the Internet or to securely transfer files

[REGISTER](#)

Login and Report New Hires online or transfer files if you are already registered

[LOGIN](#)

Enter a scheduled OH New Hire Web Conference.

[JOIN WEB MEETING](#)

Updates

'Tis the season! The Ohio New Hire Reporting center reminds all Ohio employers that seasonal and temporary workers are considered "employees" for reporting purposes. All employees need to be reported to the Ohio New Hire Reporting Center within 20 days of their hire dates, whether they are full-time, part-time, or temporary.

Ohio Revised Code, section 3121.89 defines an "employee" as "an individual who is employed to provide services to an employer for compensation that is reported as income from wages." Employers must report all employees who reside or work in the State of Ohio who will receive wages in exchange for their services.

Temporary agencies are mandated to report their workers who sign a W-4 form and report to an assignment. Workers only need to be reported once, and they do not need to be reported each time they are placed with a new client. If the worker has a break in service from your agency and a new W-4 form is required, then a new hire report would be necessary.

Quick Links

- [Employer Resources](#)
- [Ohio Dept of Job and Family Services](#)
- [Office of Child Support](#)
- [Office of Unemployment Compensation](#)

In June 2011, Stellarware established an office in less than 30 days to transition and operate the Ohio New Hire Reporting Center. Almost 2.9 million records were submitted to the State in Fiscal Year 2014- a 40% increase since its inception & projected to grow 48% by Fiscal Year 2015.



Ohio New Hire Reporting Center

Ohio Revised Code Section 3121.89-3121.8911 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a, requires all Ohio employers to report all independent contractors, newly hired, or rehired employees to the state directory within 20 days of the hire or rehire date.

What is new hire reporting?

All employers with business operations in the state of Ohio are required to report all independent contractors, newly hired, or rehired employees who live or work in Ohio within twenty (20) days of the employees' first day on the job. State and federal laws require employers to report paid individuals regardless of whether or not the individuals are considered employees by federal tax code standards.

Why is new hire reporting important?

Employers play an essential role in helping Ohio's children receive the support they need. Many families who do not receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting laws, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers have a positive impact in their communities.

How do I report independent contractors, new hires, and rehires?

There are a variety of simple and easy ways to report independent contractors, new hires, and rehires including online reporting, electronic reporting, mail, or fax. Reporting electronically, however, is the fastest and easiest way to report. Reporting electronically saves time and money. If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, you can easily report them yourself using one of the convenient methods listed below.

Electronic: www.oh-newhire.com

- Interactive internet reporting
- Secure file upload
- Electronic File Transfer Protocol (FTP)
- Secure account and password exclusively for your company, and a confirmation receipt



Non-Electronic

- New Hire Reporting Form (available at www.oh-newhire.com)
- Printed list
- W-4 Form (add company name, company address, FEIN, employee's date of hire, and employee's date of birth.)



Employers play an essential role in helping Ohio's children receive the support they deserve!



Ohio New Hire Reporting Center

What information do I need to report?

Employer information:

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



Employee/independent contractor information:

- Employee's/independent contractor's name
- Employee's/independent contractor's mailing address
- Social Security Number (or FEIN if independent contractor and not using SSN)
- Employee's date of birth
- Employee's date of hire or rehire (or date payments began if independent contractor)
- State of hire (required if reporting as Multistate Employer)
- Length of time services will be performed (if independent contractor)

Will the information be kept private?

All of the information submitted to the New Hire Reporting Center will be kept private and secure. When pertinent, and allowed by law, some information will be shared with government agencies to help reduce fraud in areas like workers' compensation, unemployment, and welfare benefits.

Multistate Employers

Multistate employers have the option of designating one state to which they will report all new hires. Employers who choose this option must provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (410) 277-9470 or visit www.acf.hhs.gov to download a form.

Claims Resolution Act of 2010

Section 802 of the CRA effective June 8, 2011, requires employers to provide the date an employee first performed services for pay to the state New Hire Reporting Center. Employers can input this information using the existing "Employee's Date of Hire" field.

If you use a third-party vendor to report your new hires, please verify that the vendor is reporting accurate information on your behalf to ensure compliance with Ohio Revised Code section 3121.89 to 3121.8910 and section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A.

Feel free to call our office and speak with a customer service representative.

www.oh-newhire.com



Ohio New Hire Reporting Center
P.O. Box 15309
Columbus, OH 43215

Phone: 888-872-1490 or 614-221-5330
Fax: 888-872-1611 or 614-221-7088

Employers play an essential role in helping Ohio's children receive the support they deserve!

Stellarware was awarded its first New Hire project in 2008 by the State of Rhode Island. In 2013, Stellarware was awarded a new contract with Rhode Island for 5 years with two 1-year options and will provide the State with New Hire services until 2019.



1-888-870-6461 Ext. 200

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*Welcome to the
Rhode Island New Hire Reporting Directory*



Attention All Employers!

All employers with business operations in the state of Rhode Island are required to report all newly hired employees who live or work in Rhode Island within fourteen days of the employee's first day on the job. State and federal law require employers to report paid individuals regardless of whether the person is considered an employee by federal tax code standards. Employees who are returning to the payroll after a lapse in pay of sixty calendar days or more must also be reported. Some payroll processing services automatically report newly-hired employees. Meeting the requirements of the state New Hire law is the Employer's responsibility. If you use a payroll processing service, make sure they are sending reports on behalf of your organization.

Register to Report New Hires on the Internet or to securely transfer files

[REGISTER >](#)

Login and Report New Hires online or transfer files if you are already registered

[LOGIN >](#)

Updates

Tis the season! The Rhode Island New Hire Reporting Directory reminds all Rhode Island employers that seasonal and temporary workers are considered employees for reporting purposes. All employees need to be reported to the Rhode Island New Hire Reporting Directory within 14 days of their hire date, whether they are full-time, part-time, or temporary.

Rhode Island General Laws 15-24-1 defines an employee as a natural person who performs labor in this state and is employed by an employer in this state for compensation and for whom the employer withholds federal or state income tax from the employee's compensation. Employers must report all employees who reside or work in the State of Rhode Island who will receive wages in exchange for their services.

Temporary agencies are mandated to report their workers who sign a W-4 form and report to an assignment. Workers only need to be reported once, and they do not need to be reported each time they are placed with a new client. If the worker has a break in service from your agency and a new W-4 form is required, then a new hire report would be necessary.

We highly recommend reporting your new hires electronically, as there are multiple benefits of doing so. Electronic reporting is the most secure method of transmitting data, allows for faster processing, and saves on

LINKS

- [Employer Resources](#)
- [State of RI Office of Child Support Services](#)
- [RI Department of Labor and Training](#)
- [Federal Office of Child Support Enforcement](#)
- [Child Support Lien Network](#)



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.

What is new hire reporting?

All employers with business operations in the state of Rhode Island are required to report all newly hired employees who live or work in Rhode Island within fourteen (14) days of the employee's first day on the job. State and federal law require employers to report paid individuals regardless of whether the person is considered an employee by federal tax code standards.

Why is new hire reporting important?

Employers play an essential role in helping Rhode Island's children receive the support they need. Many families who don't receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting law, you will help children receive the support they need and deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers make a positive difference in their communities.

Will the information be kept private?

All of the information submitted to the New Hire Reporting Directory will be kept private and secure. When pertinent, some information will be shared with government agencies to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits.

What information do I need to report?

Employer information:

- Federal Employer Identification Number (FEIN)
- Name of business
- Employer 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 birth
- Date of hire
- Healthcare coverage availability and eligibility date

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, you can easily report them yourself using one of the convenient methods listed below.

Electronic:

- Internet reporting at www.RI-NEWHIRE.com
- Secure file upload
- Secure account, password exclusively for your company and a confirmation receipt
- Electronic reports via diskette, cd-rom, or tape cartridges
- Electronic File Transfer

Non-Electronic:

- New Hire Reporting Form
- Printed List
- W-4 Form (including company name, address and FEIN)

Please mail or fax your non-electronic new hire reports



Multistate Employers

Multistate employers have the option of reporting their new hires electronically to only one state. Employers who choose this option must provide written notification to the Secretary of the U.S Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (202) 401-9267 or visit www.acf.hhs.gov to download a form.

Claims Resolution Act of 2010

Section 802 of the CRA, effective June 8, 2011, requires employers to provide the date an employee first performed services for pay to the state New Hire Directory.

Feel free to contact our office and speak with a customer service representative to receive technical support. If you use a third-party vendor to report your new hires, please ensure that the vendor is reporting accurate information on your behalf to ensure compliance with Rhode Island Statute 15-24-5 and section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A.

Employers play an essential role in helping Rhode Island's children receive the support they deserve!



www.ri-newhire.com

Rhode Island New Hire Reporting Directory
P.O. Box 335
Holbrook, MA 02343
Phone: 888-870-6461
Fax: 888-430-6907



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Calling All Employers!

Federal and State law requires employers to report newly hired and re-hired employees in Virginia to the Virginia New Hire Reporting Center. Please use this site for information about reporting new hires including reporting online and other reporting options!

Register to report New Hires on the internet or to securely transfer files:

REGISTER

Login and report New Hires online or transfer files if you are already registered:

LOGIN

Enter a scheduled VA New Hire Web Conference.

JOIN WEB MEETING

Updates

In an effort to deliver a more efficient and cost-effective New Hire Reporting Program, the Virginia Division of Child Support Enforcement has redesigned its New Hire website! The enhanced website features include many upgrades, including an Employer Registry, automated reporting confirmations, and multiple options for reporting electronically.

Please note that our web address has changed to www.VA-newhire.com. Any previous web address you may have used will only be redirected to this address for a short period of time, so we suggest updating your bookmarks/favorites to reflect the new address.

Also please note that our mailing address has changed. Click on [Contact Us](#) for more information. Our FTP Host Name has also changed for employers who send files via FTP or SFTP. Click on [File Transfer](#) for more information.

The new look and upgrades to the system have been developed with you in mind. To take advantage of fast and user-friendly reporting methods, please register by selecting the [Register](#) button on this page. Or if already registered, [Login](#) and update your employer and contact information today.

Quick Links

- [Employer Resources](#)
- [Electronic Funds Transfer \(EFT\)](#)
- [VA New Hire Brochure](#)

In June 2014, Stellarware was awarded the contract for the operation of the Virginia New Hire Reporting Center. 440,000 records were processed in its first 3 months.



Virginia New Hire Reporting Center

Virginia Statute 63.2-1946 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a, requires all Virginia employers to report all newly hired or rehired employees to the state directory within 20 days of their hire or rehire date.

What is new hire reporting?

All employers with business operations in the State of Virginia are required to report all newly hired or rehired employees who live or work in Virginia within twenty (20) days of the employees' first day on the job. State and federal laws require employers to report paid individuals regardless of whether or not the individuals are considered employees by federal tax code standards.

Why is new hire reporting important?

Employers play an essential role in helping Virginia's children receive the support they need. Many families who do not receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting laws, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers have a positive impact on their communities.

How do I report new hires and rehires?

There are a variety of simple and easy ways to report new hires and rehires including online reporting, electronic reporting, mail, or fax. Reporting electronically, however, is the fastest and easiest way to report. Reporting electronically saves time and money. If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, you can easily report them yourself using one of the convenient methods listed below.

Electronic: www.va-newhire.com

- Interactive internet reporting
- Secure file upload
- Electronic File Transfer Protocol (FTP)
- Secure account and password exclusively for your company, and a confirmation receipt



Non-Electronic

- New Hire Reporting Form (available at www.va-newhire.com)
- Printed list
- W-4 Form (add company name, company address, FEIN, employee's date of hire, and employee's date of birth)



Employers play an essential role in helping Virginia's children receive the support they deserve!



Virginia New Hire Reporting Center

What information do I need to report?

Employer information:

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



Employee information:

- Employee's name
- Employee's mailing address
- Social Security Number
- Employee's date of hire
- State of hire (required if reporting as Multistate Employer)

Claims Resolution Act of 2010

Section 802 of the CRA effective June 8, 2011, requires employers to provide the date an employee first performed services for pay to the state New Hire Reporting Center. Employers can input this information using the existing "Employee's Date of Hire" field.

Multistate Employers

Multistate employers have the option of designating one state to which they will report all new hires. Employers who choose this option must provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (410) 277-9470 or visit www.acf.hhs.gov to download a form.

Using a Third-Party Vendor

If you use a third-party vendor to report your new hires, please verify that the vendor is reporting accurate information on your behalf to ensure compliance with Virginia Statute 63.2-1946 and section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1196, 42 U.S.C. 653A.

Will the information be kept private?

All of the information submitted to the New Hire Reporting Center will be kept private and secure. As allowed by law, the information may be shared with government agencies to help reduce fraud in areas like workers' compensation, unemployment, and welfare benefits.

Feel free to call our office and speak with a customer service representative.

www.va-newhire.com



Virginia New Hire Reporting Center
P.O. Box 3757
Dublin, OH 43016

Phone: 800-979-9014
Fax: 800-688-2680

Employers play an essential role in helping Virginia's children receive the support they deserve!

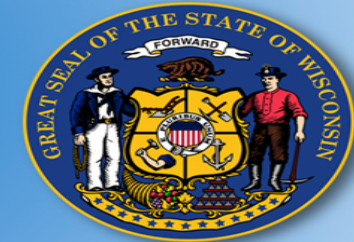


[Skip Navigation](#)

(888) 300 - 4473

[contact us >](#)

[» Home](#) [» Login](#) [» Register](#) [» Reporting Fundamentals](#) [» FAQs](#) [» Law](#) [» Forms](#) [» File Transfer](#) [» Employer Resources](#)



Attention All Employers!

Effective immediately, employers must report re-hires, or employees who return to work 60 days after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work after 60 days.

Register to report New Hires on the internet or to securely transfer files:

[REGISTER](#)

Login and report New Hires online or transfer files if you are already registered:

[LOGIN](#)

Updates

'Tis the season! The Wisconsin New Hire Reporting Center reminds all Wisconsin employers that seasonal and temporary workers are considered employees for reporting purposes. All employees need to be reported to the Wisconsin New Hire Reporting Center within 20 days of their hire date, whether they are full-time, part-time, or temporary.

Section 453A(a)(2) of the Social Security Act defines a newly hired employee as an employee who (i) has not previously been employed by the employer; or (ii) was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days.

Temporary agencies are mandated to report their workers who sign a W-4 form and report to an assignment. Workers only need to be reported once, and they do not need to be reported each time they are placed with a new client. If the worker has a break in service from your agency and a new W-4 form is required, then a new hire report would be necessary.

We highly recommend reporting your new hires electronically, as there are multiple benefits of doing so. Electronic reporting is the most secure

Quick Links

- [Employer Resources](#)
- [Wisconsin Department of Workforce Development](#)
- [Federal Office of Child Support Enforcement](#)

In December 2013, Stellarware was awarded the contract to operate the Wisconsin New Hire Reporting Center. It was Stellarware's first website to implement 508 compliance standards. Almost 2.9 million New Hire records have been processed to date.

Information/Assistance

Receive New Hire information from the Internet:

- WT-4 form
- File specifications for electronic reporting

Call Toll Free
1-888-300-4473

Staff available to answer questions
Monday through Friday
8:00am - 4:00pm

Web Site
<http://dwd.wisconsin.gov/uinh/>

Email
newhire@dwd.wisconsin.gov



The Employer's Guide to Child Support contains information on wage withholding.

To obtain a copy visit
<http://dcf.wisconsin.gov/bcs/employer.htm>

Or call 608-266-9909

Wisconsin New Hire Reporting
P.O. Box 14431
Madison, WI 53708

Call Toll Free
1-888-300-4473

Web Site
<http://dwd.wisconsin.gov/uinh/>

Email
newhire@dwd.wisconsin.gov



DWD is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format or need it translated to another language, please call 608/267-8997 or TTY 608/267-0477.

UCB 10677-P (R. 07/2012)

New Hire REPORTING

for Wisconsin Employers



New Hire Reporting

New Hire is a national program required by both state and federal laws designed to quickly locate parents with child support obligations.

New Hire information will also be used in the administration of Social Security and public assistance programs, and to detect and prevent fraud within Unemployment Insurance and potential other programs.

Accurate and timely reporting by employers is essential for the continued success of the program.

A Simple, Effective Process

- Employers submit information on every newly hired or rehired employee to the Department of Workforce Development.
- New Hire data is stored in the State Directory and matched against state child support cases.
- If a match is found, a wage withholding notice is sent to the employer for collection of child support.

All states' New Hire, quarterly wage and Unemployment Insurance benefit data are transmitted to the National Directory for interstate matching and child support enforcement.

Compliance

All employers with a FEIN (Federal Employer Identification Number) must participate in New Hire reporting.

An **employee** is any individual who is considered an employee for federal income tax withholding purposes.

A newly hired employee is:

- Any individual reporting to work with an employer for the first time.
- Any individual rehired, recalled, or returning to work after an unpaid interval of more than 60 days. The hire date for this type of employee is the return to work date.

New Hire reports are regularly compared against wage files to identify reporting compliance.

Employers who have never reported to New Hire should submit all current employees immediately to ensure compliance.

Wisconsin law (s. 103.05 and Ch. DWD 142, Wis. Adm. Code) requires employers to report each employee hired 1998 or later. This is in compliance with U.S. Code Title 42.

Reports Must Contain

- Employee name
- Employee address
- Employee social security number
- Employee date of birth
- Employer name
- Employer payroll address
- Employer FEIN
- Date of hire

Reporting Methods

- **Secure Internet Site**
<http://dwd.wisconsin.gov/uinh/>
Key individual reports or transfer an entire file.
- **Diskette, Magnetic Tape, Paper** (forms WT-4, W4, or a list containing the required information).

Send reports to:
Wisconsin New Hire Reporting
P.O. Box 14431
Madison, WI 53708

Toll Free Fax: 1-800-277-8075

Due Dates

Within 20 days after the date the employee starts work. Incomplete reports are discarded.

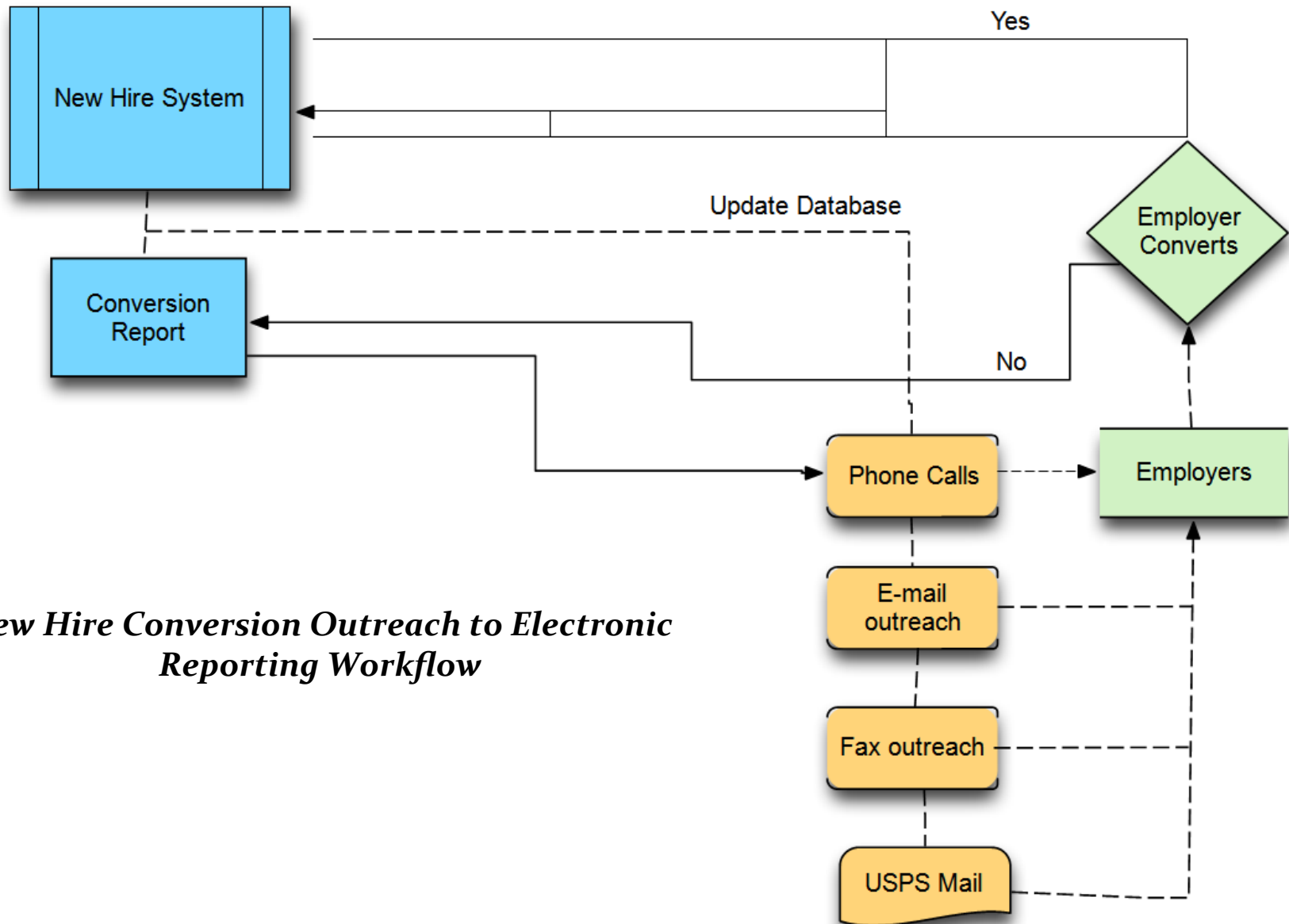
Options for Multistate Employers

Federal legislation allows employers with employees in more than one state the option to choose a single state for all New Hire reporting.

More information is available on our web site at <http://dwd.wisconsin.gov/uinh/> or by calling toll free 1-888-300-4473.

Tips

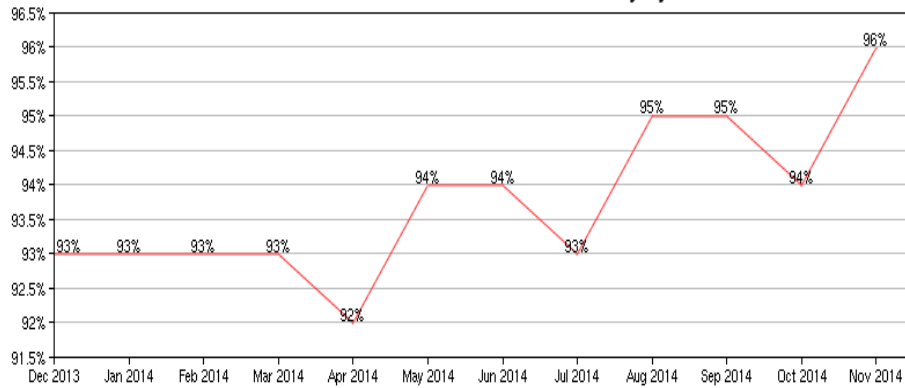
- Internet reporting is very convenient and eliminates mailing costs associated with paper forms, tapes and diskettes. Visit our web site at <http://dwd.wisconsin.gov/uinh/> Follow the links to New Hire to register for a user password and start reporting on-line.
- The employer address on New Hire reports will be used by Child Support Enforcement agencies to send wage withholding notices. Please consistently provide the best employer address for this use on your New Hire reports.
- Please do not include a cover sheet with faxed reports.
- Duplicate reporting increases program costs. Please do not submit an individual report more than once per hire or rehire.



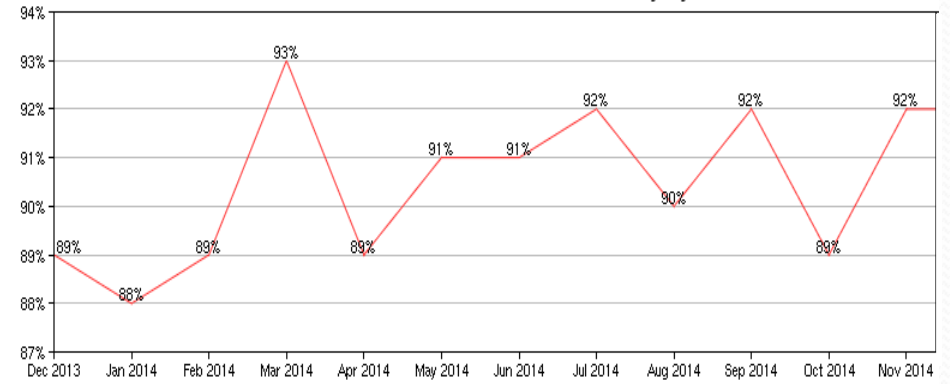
New Hire Conversion Outreach to Electronic Reporting Workflow

Increasing Electronic Reporting Rates (As of Nov. 2014)

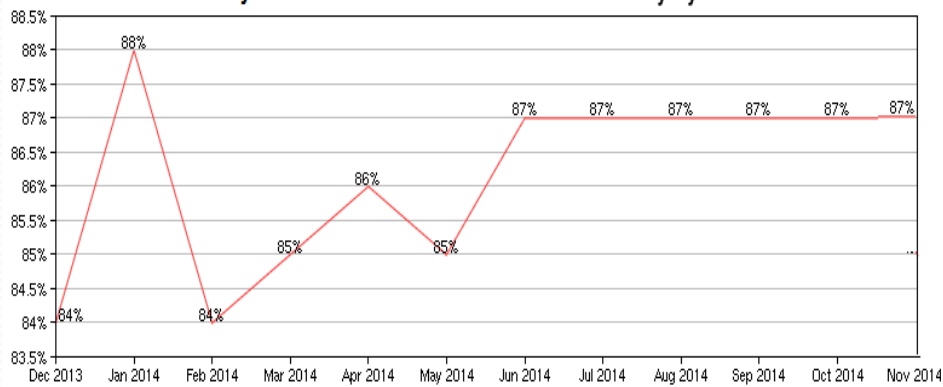
Arizona Number of Records Submitted Electronically By Month



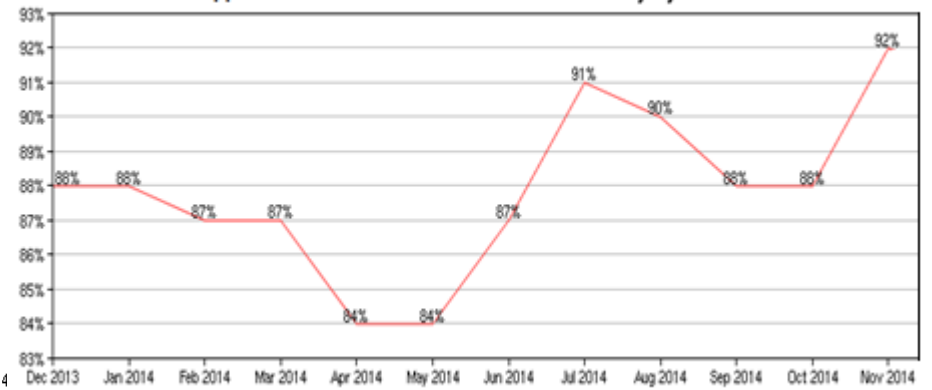
District of Columbia Number of Records Submitted Electronically By Month



Kentucky Number of Records Submitted Electronically By Month

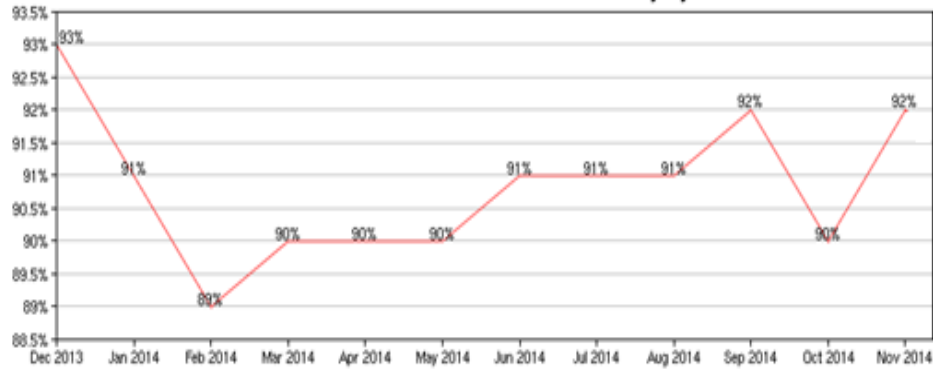


Mississippi Number of Records Submitted Electronically By Month

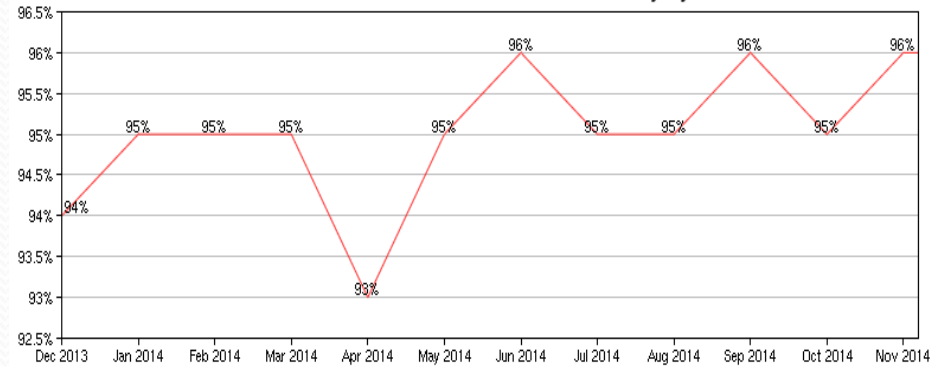


Increasing Electronic Reporting Rates (As of Nov. 2014)

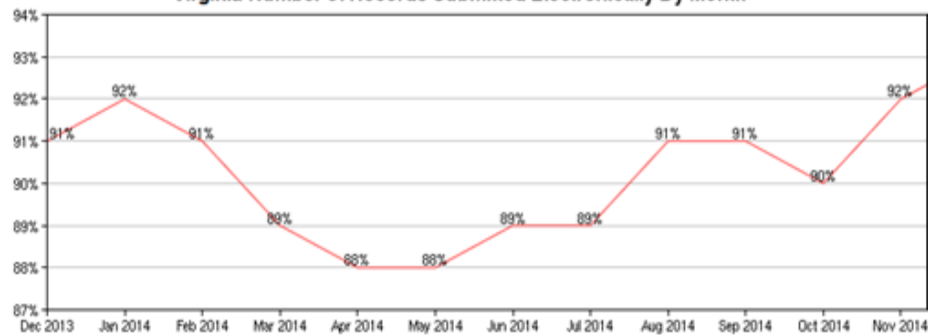
Ohio Number of Records Submitted Electronically By Month



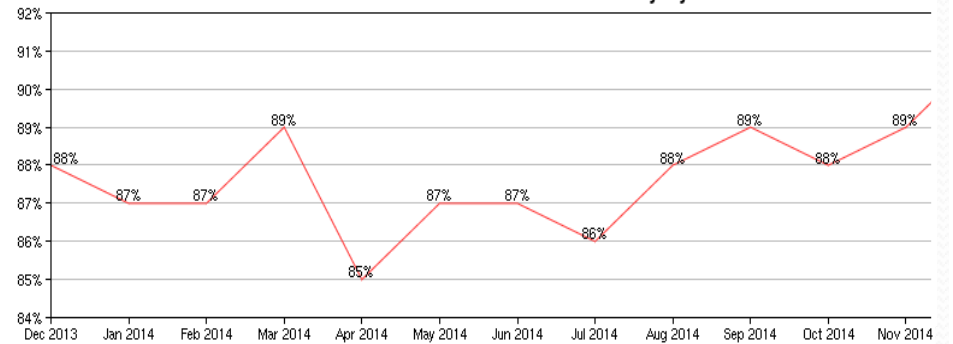
Rhode Island Number of Records Submitted Electronically By Month



Virginia Number of Records Submitted Electronically By Month



Wisconsin Number of Records Submitted Electronically By Month



Stellarware's Commitment to Excellence

6/12/2013 - "Stellarware state contacts have always done an excellent job of ensuring ADP is made aware of any/all changes that affect current processing. This proactive approach is greatly appreciated when IT resources are involved. Stellarware does a good job at identifying employer trends and working with ADP as a team to try to resolve any issues at hand. Stellarware understands the importance of accurate and timely New Hire data."

- ADP -

4/30/2013 - "I have been very pleased with your help, very proactive and supportive. You went above and beyond in getting our file imported."

- TRW Automotive -

12/06/2012- "I received your Compliance Reminder email the other day and am thankful I did! After researching, I found out payroll changed one of our FEIN numbers. Thanks for your help."

- Convergys -

- Zulily -

10/20/2014- "Thank you so much for your prompt reply. The customer service rocks over there!"

- Ultimate Software Group -

9/19/2013 - "I really did appreciate your help today and was excited to share how helpful this team has been in the past and consistently over time! The level of service provided by you all is very much appreciated and noticed and helps me help our customers with confidence! The partnership to meet the NHR goals is appreciated!"

Stellarware's Example of Good News Emails

"This is great news George. Thank you for sharing information on the growth of XXXX's New Hire Reporting program.
Have a great day!"

-Current State Client

From: George French
Sent: Friday, October 24, 2014 7:57 AM
To: XXXX
Cc: Lauren Hansen
Subject: Good News

Hello,

The XXXX New Hire Reporting Center is excited to share some impressive news about the program's growth. In 2014 thus far, we have successfully processed 1,430,982 new hire reports, which represents an increase of 5% compared to this time in 2013. Also, the project is currently averaging a 93.5% electronic reporting rate, with peak periods as high as 95%!

I am happy to announce that this past year has been one of record-breaking highs, and we are processing more records than ever since Stellarware has managed the project! As you know, new hire reporting accounts for 74% of current wage assignments. By passing more new hire records to the State, XXXX is able to establish more income withholding orders and ultimately help more children and families in need. We are proud to be a part of this vital program and dedicated to helping XXXX serve their communities more effectively.

Stellarware is excited to continue working with XXXX employers in the remaining months of 2014 and into the New Year of 2015 to grow this important program further. Thank you for your continued partnership and we look forward to improving the lives of XXXX families in need of financial support.

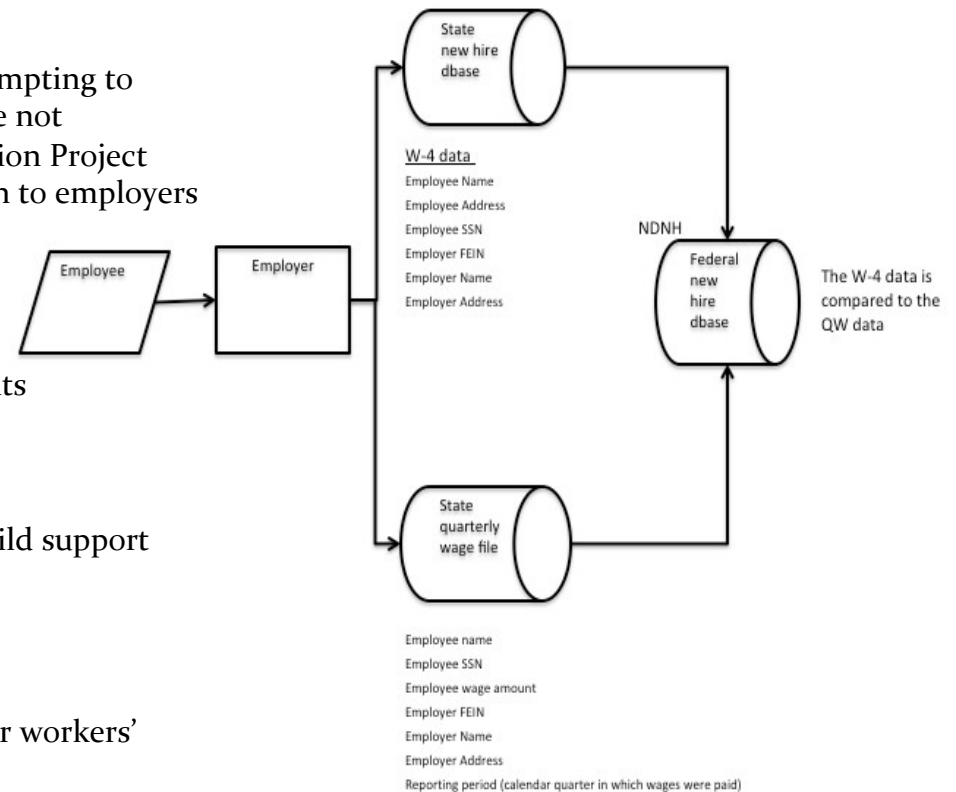
Sincerely,
George

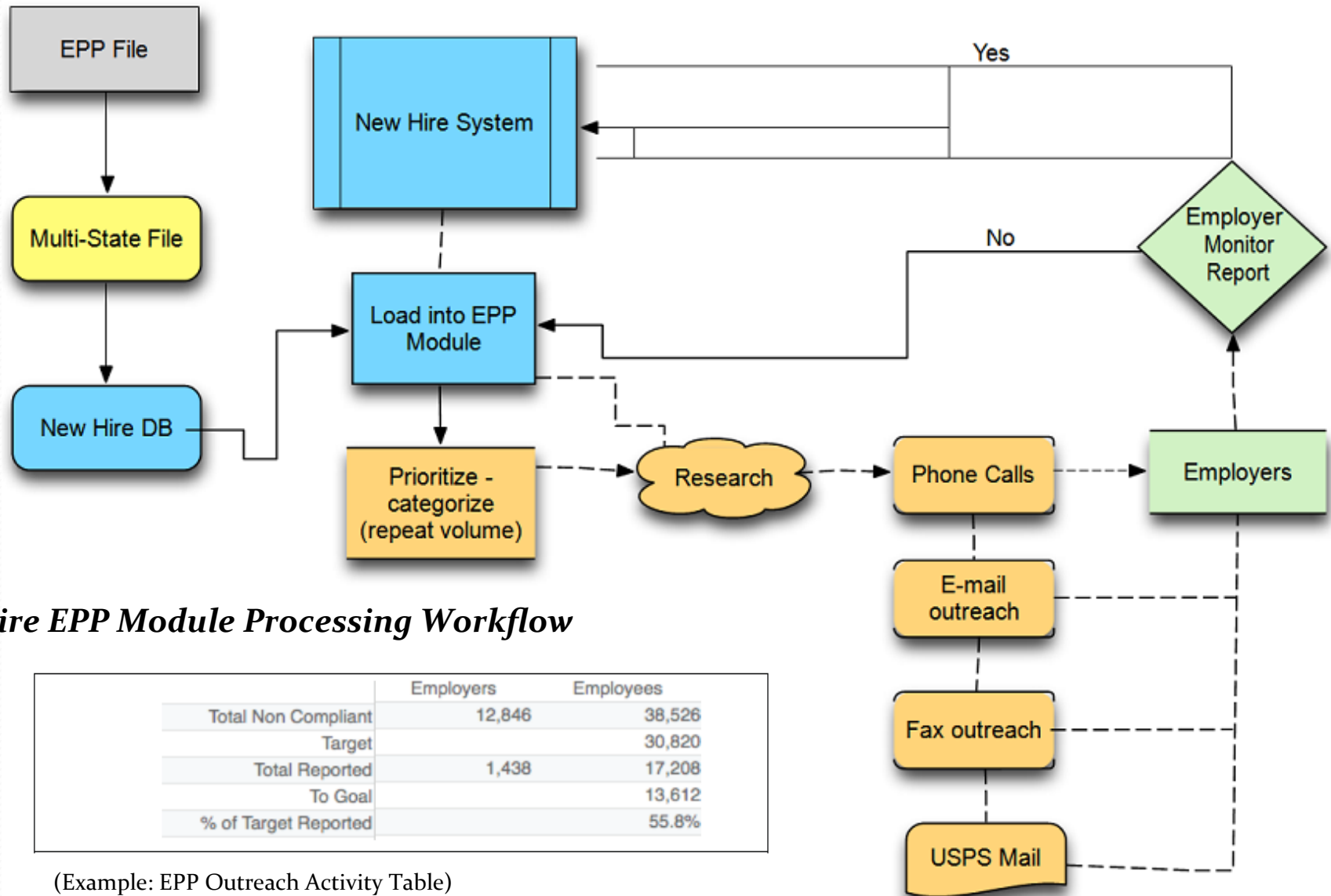
Understanding Quarterly Wage and Employer Participation Program (EPP) Training Material

The National Directory of New Hires conducts data matches attempting to determine the number of employers in each state that are and are not submitting new hire data to the NDNH. The Employer Participation Project (EPP) was initiated in 1999 to assist States in conducting outreach to employers in an attempt to increase employer participation.

What are the benefits of increased employer participation?

- Increases the likelihood of locating non-custodial parents
- Increases the likelihood of establishing paternity
- Increases the likelihood of establishing or modifying child support obligations
- Helps children receive the support they deserve
- Increases the likelihood of identifying unemployment or workers' compensation fraud
- Less fraud = lower taxes and improved quality of life for everyone

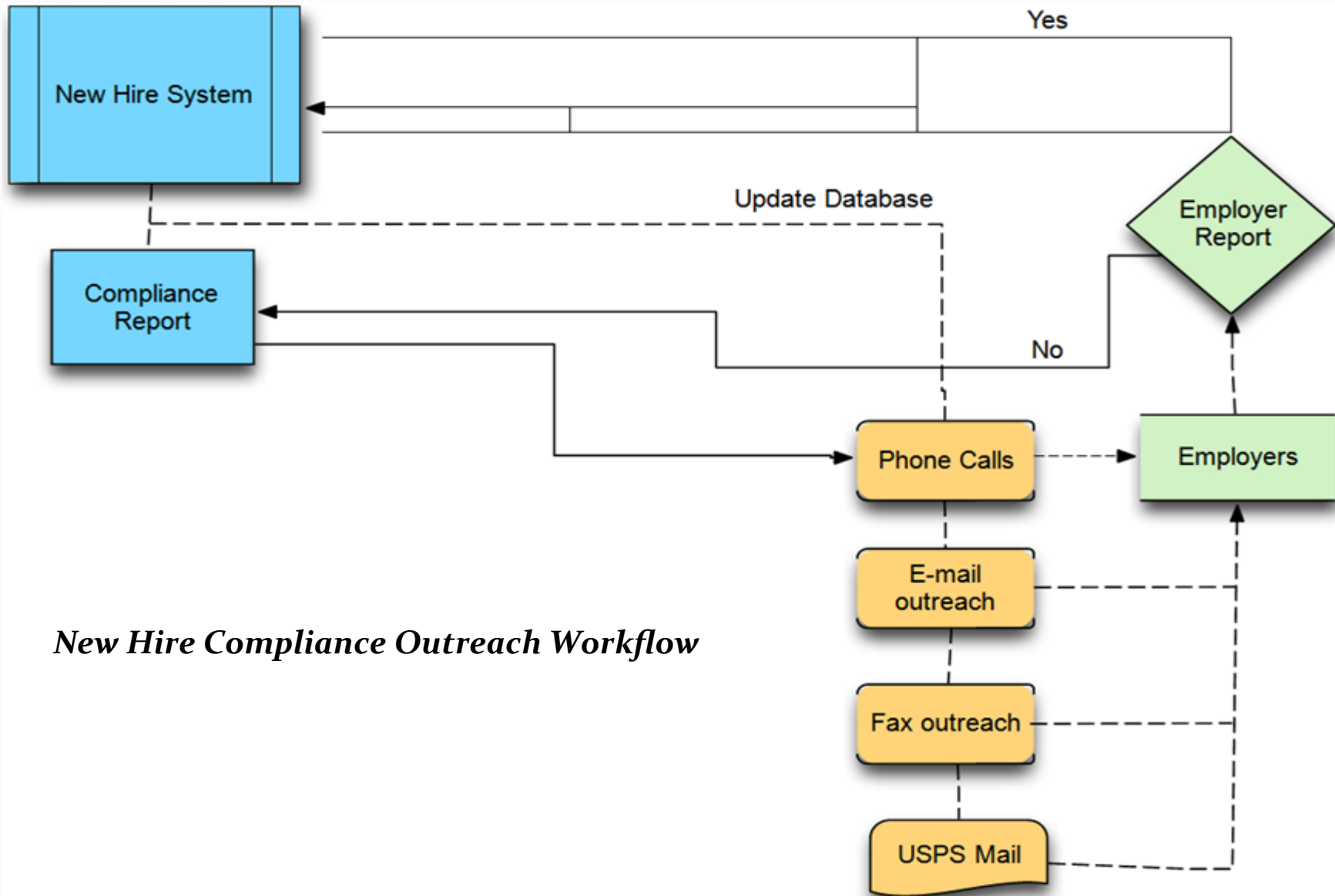




New Hire EPP Module Processing Workflow

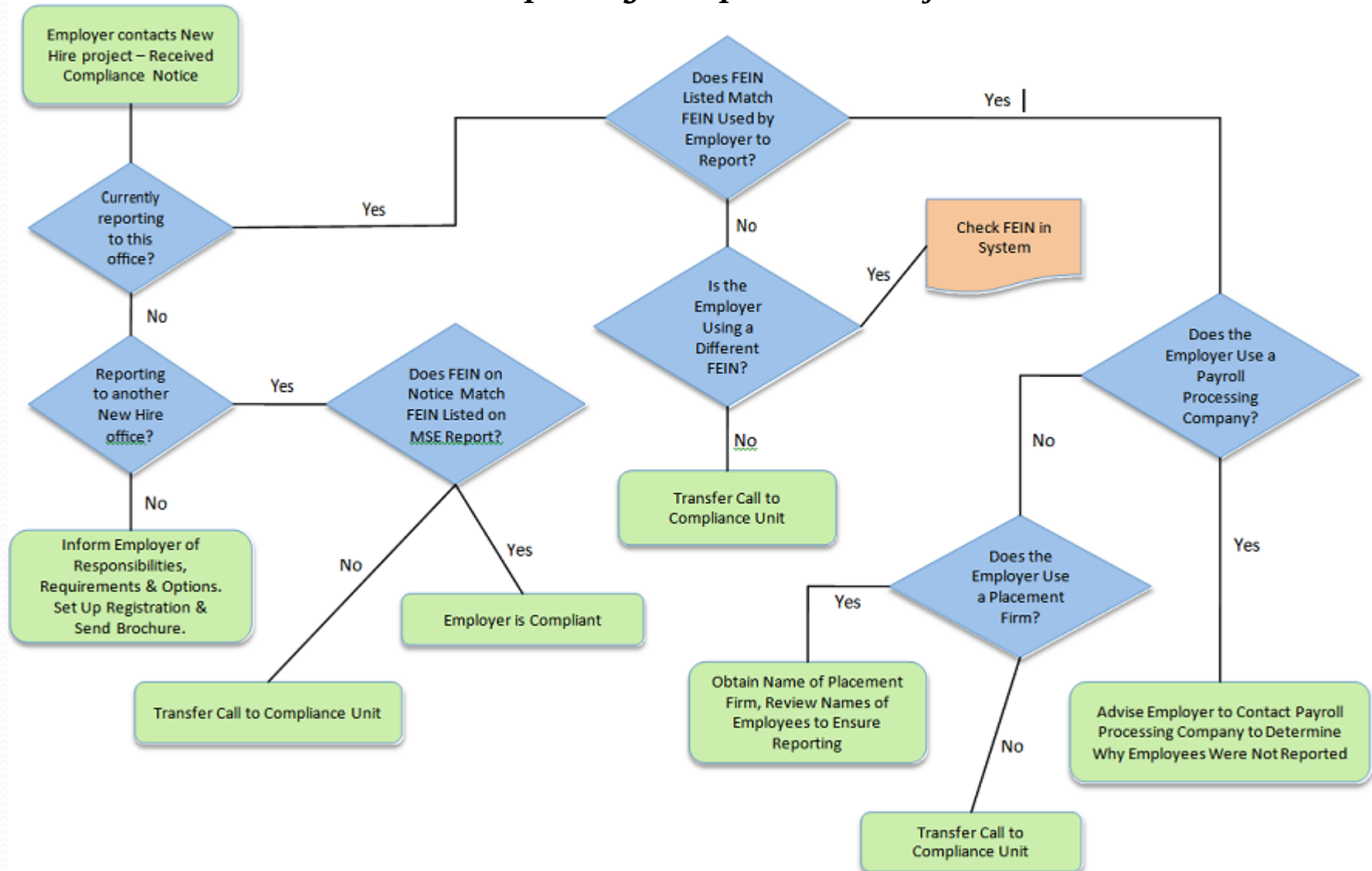
	Employers	Employees
Total Non Compliant	12,846	38,526
Target		30,820
Total Reported	1,438	17,208
To Goal		13,612
% of Target Reported		55.8%

(Example: EPP Outreach Activity Table)



New Hire Compliance Outreach Workflow

New Hire Reporting Compliance Workflow



PEO (Professional Employer Organization) Training Material

Also considered 'Employee Leasing'

What is a P.E.O?

A PEO allows an employer to transfer the majority of HR tasks (aka payroll, QW reporting and new hire reporting) to a dedicated team of HR specialists. The separation of HR responsibilities results in 'co-employment.' In this type of business relationship, the employees work for both the employer's company and the PEO's.

It's important to understand that PEOs are not temp firms, staffing agencies, or payroll administration companies. PEOs have different reporting requirements for QW data vs. New Hire data for each state. See specifics below.

Arizona does **not** allow PEOs at this time. They have been suspended until 2023.

Mississippi does allow PEOs. The state requires *different* FEINs be used during reporting. PEO does the new hire reporting under their own FEIN while the quarterly wages are reported using the employer's FEIN. If an employer calls and says they are a PEO or use a PEO, then verify we have reports from the PEO's FEIN. If so, they are doing reporting properly and we need to notate the employer.

District of Columbia does allow PEOs. The PEO must report all new hires and quarterly wages under the *same* FEIN number and they have the option to use either the PEO or Employer FEIN. Usually the PEO will use their FEIN. Regardless of the decision, the QW and NH reporting use the same FEIN.

Wisconsin also allows PEOs and uses the *same* FEIN for reporting purposes. The PEO reports quarterly wages and new hires under the PEO's FEIN.

Ohio does allow PEOs. The state *allows different* FEINs to be used during reporting. PEO does the new hire reporting under their own FEIN while the quarterly wages are reported using the employer's FEIN. If an employer calls and says they are a PEO or use a PEO then verify we have reports from the PEO's FEIN. If so, they are doing reporting properly and we need to notate the employer.



WHAT YOU NEED TO KNOW IF YOU REGISTER AS A MULTISTATE EMPLOYER

- Must be an employer with employees in two or more states
- Must transmit the required reports by an electronic method
- If you meet the conditions above, and want to register as a multistate employer submit a complete registration form either online or by mailing/faxing in the form

How long does it take for the registration process to be completed?

- Online registration process is instant, and it only takes a few minutes
- Mail/Fax Form could take up to 24-hours

Does the employer receive any confirmation when the registration process is complete?

- Yes, online registrants will receive a confirmation email and so will any employers who provided an email on their paper form.
- Those employers that did not provide an email address will be sent a confirmation letter in the mail.

Is there any type of registration renewal requirement?

- No, but it is important that every employer updates their information if any changes occur. This includes employer information, contact information, company operating states, etc. In addition, if your company experiences a merger, acquisition, or other change that may affect this reporting requirement, please send a revised form with the new information.

Option 2 states, “You must notify the Secretary of the U.S. Department of Health and Human Services in writing of your choice to report to only one state and identify the chosen state”. What do I need to do to notify the US DHHS?

- By submitting the multi-state employer forms either online or by paper you are meeting this requirement notifying US DHHS of your intent to become a MSE.

FAQ's: <https://ocsp.acf.hhs.gov/OCSE/ocsefaq.jsp>

The following documents are OCSE multistate employer paper form and online registration form

INDEPENDENT CONTRACTORS TRAINING MATERIAL

It is within the scope of the New Hire Reporting Center to help employers report their new hire information for both employees and independent contractors.

It is not within the scope of the New Hire Reporting Center to advise employers whether or not their new hires are independent contractors or employees. Federal and State governments have laws and other criteria employers must consider when determining whether new hires are independent contractors or employees.

Who Is An Independent Contractor?

- "Contractor" means an individual who provides services to an employer as an independent contractor for compensation that is reported as income other than wages and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company. For further clarification of who may be an Independent Contractor, employers can refer to FAQ #3 or FAQ #5 on our website.

Independent Contractors Are Not...

- An individual performing intelligence or counterintelligence functions for a state agency if the head of the agency has determined that reporting pursuant to this section could endanger the safety of the individual or compromise an ongoing investigation or intelligence mission;
- A professionally licensed person who is providing services to the employer under that license;
- An individual who will receive for the services provided under the contract compensation of less than two thousand five hundred dollars per year.

Required Independent Contractor Information:

- Independent contractor's name
- Independent contractor's address
- Independent contractor's social security (SSN) or federal tax identification number (FEIN)
- Date payment begins
- Length of time the independent contractor will be performing services for the employer