



Louisiana Directory of New Hires Employer Guide

Attention all employers!

Act 97 of the 1997 Louisiana Legislative Session and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) require all employers to report all newly hired or rehired employees to the new hire reporting program within 20 days of their hire date.

Employers are a critical link in locating noncustodial parents and withholding income from their paychecks. Income withholding is the most effective method for collecting child support. This law saves taxpayers millions of dollars by preventing fraudulent unemployment insurance, workers compensation, and social benefit claims. More importantly, employers help children get the support they deserve.

Contact

**Louisiana Directory
of New Hires**

Website:

<https://LA-NewHire.com/>

Phone: (888) 223-1461

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Email:

Contact@LA-NewHire.com

Hours of Operation:

Monday through Friday
8:00 a.m. to 4:30 p.m. Central

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For additional information, visit: <https://LA-NewHire.com>

Reporting Basics

Is new hire reporting required?

Yes. The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was signed into federal law on August 22, 1996. This Legislation benefits children and families by locating non-custodial parents, establishing paternity when necessary, and initiating and enforcing child support orders. The PRWORA Legislation requires all states to report information about newly hired and rehired employees in a timely manner. Act 97 of the 1997 Louisiana Legislative Session requires Louisiana employers to report all new hires to the Louisiana Department of Children and Family Services' Child Support Enforcement Division.

What information do I have to report?

Employee Information

- Employee's Name
- Employee's Address
- Employee's Social Security Number
- Employee's Start Date
- Employee's Occupation (if available)

Employer Information

- Employer's Name
- Employer's Address
- Employer's Federal Employer Identification Number (FEIN)
- Employer's State Identification Number (if available)

Frequently Asked Questions

What is New Hire reporting? New Hire reporting is a process by which you, as an employer, report information on newly hired and rehired employees to Child Support Enforcement at the Louisiana Department of Children and Family Services within 20 days of their start date.

What is the definition of "employer" for New Hire reporting purposes? An employer is defined as any person or organization who has control of the payment of income to an individual. Federal legislation states that an "employer" is the same as defined for federal income tax purposes and includes any governmental entity or labor organization. In any case where an employer must give an individual a W-2 form showing the amount of taxes withheld, the employer must meet the new hire reporting requirements.

Is anyone exempt from the New Hire reporting law? No one is exempt from this law.

What is the penalty for failure to meet New Hire reporting requirements? Employers who fail to meet the reporting requirements are subject to a penalty of \$25.00 per employee not reported or up to \$500.00 for collusion between employer and employee.

How Do I Report New Hires?

There are several ways to report new hires and rehires, including electronic, mail, and fax reporting.

- **Electronic Reporting:** Employers can use the Louisiana Directory of New Hires website to report new hires using an interactive form or export new hire information into a file and upload through their online new hire account. We also support file submissions via Secure File Transfer Protocols (SFTP). File layout specifications are detailed at <https://LA-NewHire.com/ftp>.
- **Mail or Fax Reporting:** Employers can mail or fax the Louisiana New Hire Reporting form, a federal W-4 form, or computer-printed lists that contain new hire information.

Forms can be found at <https://LA-NewHire.com/forms>.

Electronic Reporting is the fastest and easiest way to report. This method saves on paper, processing time, and postage. It also reduces the likelihood of errors and helps to avoid rejected records because of unreadable information.

Multistate Reporting

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have two options for reporting their new hires:

- Report newly hired employees to the state where they work, following that state's new hire regulations.
- Select one state where your employees work and report all new hires to that state electronically. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/msr>.

For additional information, visit: <https://LA-NewHire.com>