



# State 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 the critical link in locating noncustodial parents and withholding income from their paychecks. No other child support collection method is as successful as income withholding. 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 State Directory  
of New Hires

Website:

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

Phone: (888) 223-1461

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Email:

[Contact@LA-NewHire.com](mailto:Contact@LA-NewHire.com)

**Hours of Operation:**

Monday through Friday

8:00 a.m. to 4:30 p.m. Central

## Discover

- Reporting Basics
- Frequently Asked Questions
- How Do I Report New Hires?
- Multistate Reporting

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, a much-strengthened child support enforcement program benefits children and families by locating non-custodial parents, establishing paternity when necessary, and establishing and enforcing child support orders. The PRWORA Legislation requires all states to report information about newly hired/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 & Family Services (DCFS), Child Support Enforcement.

### 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 avail.)

#### Employer Information

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

## 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 or rehired employees to us within 20 days of their start date.

**What is the definition of "employer" for New Hire reporting purposes?** An employee is defined as any person who has control of the payment of income to an individual. Federal legislation states that an "employer" is the same as 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 a penalty of \$25.00 per employee not reported or up to \$500.00 for collusion between employer and worker

## HOW DO I REPORT NEW HIRES?

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

- **Electronic Reporting:** Employers can use our website to report new hires using an interactive form or export new hire information into a file and upload through the online 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 Minnesota 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:

**Option #1** Report newly hired employees to the state where they work, following each state's new hire regulations.

**Option #2** Select one state where you have employees working and report all new hires to that state electronically. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/mser>.

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