



CHILD SUPPORT Income Withholding

Income withholding is used to collect child support, medical support, and spousal support unless a court orders a different payment arrangement, or auto withdrawal of income is approved by Division of Child Support (DCS). Income withholding is governed by federal and state laws and is a process through which payments for support are withheld each pay period from the income of the employee/parent.

How does income withholding work?

Child support learns of employment information in a variety of ways including:

- Self-report – the parent who owes support reports his or her employment information.
- Court order – the court order that includes the support amount provides the employment information.
- New Hire Reporting – employers are required to report all new hires to child support.

DCS will issue an income withholding order to the employer and a copy is sent to the parent who owes support. The income withholding order provides the amount the employer is to withhold. Child support is withheld before any other garnishment.

The employer starts withholding the pay cycle following receipt of the income withholding order and submits payments within 7 business days of the withholding. The employer withholds no more than 50% of the employee's disposable income and may withhold \$3.00 per month to cover expenses. The \$3.00 per month is in addition to the child support and is not factored into the 50% withholding limitation.

Employers have varying pay cycles and are not required to adjust their pay cycles to match child support orders. Parents who pay support should monitor their case to ensure the withholding amount covers the full amount due. This is especially important with new cases or when there is a change in the support amount or a change in employment. These changes can lead to missed payments.

DCS does not track the pay cycle of every employer. DCS' computer system monitors for payments and the Child Support Specialist receives notification the following month for any case which a payment was not received and contacts the employer.

Parents should monitor case activity for up-to-date information. The parent who owes support is responsible for ensuring the support obligation is paid each month.