



DEPARTMENT OF JOB AND FAMILY SERVICES

REIBOLD BUILDING

14 West Fourth Street, 3rd Floor
P.O. Box 8744
Dayton, Ohio 45401

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www.mcoho.org

COUNTY COMMISSIONERS

Dan Foley
Deborah A. Lieberman
Judy Dodge

COUNTY ADMINISTRATOR

Joseph P. Tuss

DEPARTMENT DIRECTOR

Gayle Bullard

Responsibilities of the Employer

Income Withholding:

- To remit monies to Ohio Child Support Payment Central (OCSPC) in a timely manner
 - Payments must be withheld no later than the first pay period that occurs after fourteen working days following the date the notice to withhold was mailed.
 - Payments should be deducted each time an employee is paid.
 - Deductions should be mailed immediately but no later than seven working days after the payment or deduction occurred.
 - Deductions shall occur until the agency notifies you in writing to terminate or reduce the withholding.
- To withhold and remit child support on behalf of a subcontractor
- To honor an income withholding order/notice from another state
- Keep employment information up to date and report to the local Child Support Enforcement Agency (CSEA) when an employee will receive a lump sum payment of \$150 dollars or more, is temporarily off work or terminates employment.
- Employers face penalties for failure to adhere to these guidelines and can be held in contempt.

Medical insurance:

- On notice from the CSEA, withhold monies for medical insurance for the children, if available
- Enroll the employee on request by the CSEA or face possible contempt charges by the court
- Inform the CSEA of any health insurance coverage changes, including termination of coverage

New Hire:

- To have the information remain confidential
- Report new hires and rehires in a timely manner or face penalties
- Participate in the New Hire program inclusive of the electronic data match requirements