

**From:** Gould, Anne (ACF)  
**Sent:** Fri 10/19/2007 11:47 AM  
**To:** 'Matsuoka, Karen Y.'  
**Cc:** Perryman, Seleda (HHS/ASRT); Sargis, Robert A (ACF); Shaw, Jean (ACF) (CTR)  
**Subject:** RE: Income Withholding Form - Status

You, too, Karen.

Attached is the form, previously identified as "Draft 1" with the footnote re; the OMB Expiration Date.

Anne Gould  
Federal Office of Child Support Enforcement  
Ph. 202-401-5437  
Fax. 202-401-5558  
Visit the "Employer Services" website, a wealth of information for employers:  
<http://www.acf.hhs.gov/programs/cse/newhire/employer/home.htm>

-----Original Message-----

From: Matsuoka, Karen Y.  
Sent: Friday, October 19, 2007 11:13 AM  
To: Gould, Anne (ACF)  
Cc: Perryman, Seleda (HHS/ASRT); Sargis, Robert A (ACF); Shaw, Jean (ACF) (CTR)  
Subject: RE: Income Withholding Form - Status

Anne, thanks. Can you (or Seleda?) upload the revised form? Please let me know when it's been uploaded since the system does not automatically let me know. Thanks for your hard work on this one.

Karen

-----Original Message-----

From: Gould, Anne (ACF) [<mailto:anne.gould@acf.hhs.gov>]  
Sent: Friday, October 19, 2007 8:34 AM  
To: Matsuoka, Karen Y.  
Cc: Perryman, Seleda (HHS/ASRT); Sargis, Robert A (ACF); Shaw, Jean (ACF) (CTR)  
Subject: RE: Income Withholding Form - Status

Hi, Karen. Yes, I'm ok with the revised explanation.

Thank you.

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employers:  
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-----Original Message-----

From: Matsuoka, Karen Y.  
Sent: Thursday, October 18, 2007 4:12 PM  
To: Gould, Anne (ACF)  
Cc: Perryman, Seleda (HHS/ASRT); Sargis, Robert A (ACF); Shaw, Jean

(ACF) (CTR)

Subject: RE: Income Withholding Form - Status

Anne, thanks. Let's go with 1) including the child's name (first and last is okay) and 2) including the OMB expiration date but with the revised expiration.

I'm a little surprised that the employers think their expiration date language is clearer than the one you suggested (I think yours was far better), but if that's their feedback and you're okay with it, let's go with it. Are you okay with it?

Karen

-----Original Message-----

From: Gould, Anne (ACF) [<mailto:anne.gould@acf.hhs.gov>]

Sent: Thursday, October 18, 2007 3:19 PM

To: Matsuoka, Karen Y.

Cc: Perryman, Seleda (HHS/ASRT); Sargis, Robert A (ACF); Shaw, Jean (ACF) (CTR)

Subject: FW: Income Withholding Form - Status

Income Withholding Form Review

Call with Employer Focus Group - October 16, 2007

The focus group was given a copy of Draft 2 (attached draft which does not include Child's Name but does include a footnote explanation of the purpose of the "Expiration Date - "OMB Expiration Date - 05/31/2010 The OMB expiration date displayed has no bearing on the effective date, termination date or validity of the income withholding and should only be used as a guide for determining that the form is the most recent version available."

The focus group was asked the following questions:

1. Regarding "child" information, could your company withhold child support payments upon receipt of Draft 2? Please explain.

1a. If not, what changes would be absolutely necessary to enable your company to withhold child support payments?

2. Regarding the "expiration date," does the explanation provided at the bottom of the order make it clear to employers that the "expiration date" does not affect the withholding of child support, particularly the termination of withholding? Please explain.

2a. If not, what changes to the explanation would have to be made in order to make it clear to employers that the "expiration date" does not affect the withholding of child support, particularly the termination of withholding?

In general, the focus group stated that employers could withhold payments using Draft 2. However, they believe there would be a decline in the efficiency and timeliness of withholdings. There are many employees with multiple orders and these orders frequently come from different states. Employers must contact state and local offices when they have questions about an order and that sometimes takes time. The "Child's Name" on the first page is information that helps employers ensure that they are validly withholding the correct amount for the appropriate family. Some expressed frustration with the form review process because they participated in the Employer Symposium in 2005 where the recommendation of putting the "Child's Name" on the first page of the form was adopted after much discussion.

The focus group asked that the "Child's Name" be left on the first page but agreed that, if necessary, the form could be revised further to include only the "Child's First Name" (and date-of-birth.) They, however, did reiterate that including just the "Child's First Name" could result in delayed withholdings and declining child support payments to families.

For the "OMB Expiration Date," in general, the group agreed that the explanatory footnote should be clear to an employer receiving the form.

However, they recommended that the explanatory note be edited as follows:

OMB Expiration Date - 05/31/2010 The OMB expiration date has no bearing on the termination date or validity of the income withholding; it identifies the version of the form currently in use.

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