



# **F.Y.I.**

**from the Policy Unit**

**FYI-248**

**Date: November 4, 2019**

**SUBJECT: Incoming Withholding Order to a Secondary Employer**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS.POLICYQUESTIONS@azdes.gov](mailto:DCSS.POLICYQUESTIONS@azdes.gov) or call 602-771-8127

The purpose of this FYI is to remind staff of the requirements when issuing an Income Withholding Order (IWO) to a secondary employer.

The Division of Child Support Services (DCSS) will withhold income from a secondary employer only when the first employer is not meeting the full monthly support obligation. When a secondary employer is entered on the NCP Job Detail (NCJD) screen and there is an active employer already listed, the system will generate a worklist item E1008 FULL WW PMT NOT RCVD-OTHER EMPLRS EXIST to the caseworker for review.

When the support obligation is not being met by the primary employer, determine the additional amount needed to meet the support obligation and issue an IWO to the secondary employer.

When the support obligation is being met by the primary employer, review the ORAL (Order of Assignment List) screen and send a stop IWO for any open IWOs issued to the secondary employer.

Information on sending an IWO to a secondary employer may be found in the [PORT>Enforcement>Income Withholding Orders>Administrative Income Withholding Orders>06. Prepare an Administrative Order/Notice to Withhold Income>07. Prepare and Administrative Order/Notice to Withhold Income for Child Support to a Secondary Employer.](#)

Stopping an Income Withholding Oder may be found in the [PORT>Enforcement>Income Withholding Orders>Administrative Income Withholding Orders>12. Stop Income Withholding Order.](#)

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.*

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