



**REQUEST FOR WAIVER FOR GOOD CAUSE-SPECIAL DIFFICULTY
ASSOCIATED WITH REPORTING NEW HIRES ELECTRONICALLY**

DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILD SUPPORT
SFN 1969 (10-2022)

Criteria for requesting a waiver for good cause:

The employer:

- (1) employs more than 24 employees at any time and
- (2) feels that complying with the electronic Internet-based new hire reporting requirement will cause special difficulties.

Business Name	Federal Employer Identification Number (FEIN)		
Address	City	State	ZIP Code
Total Number of Full and Part-time Employees Employed Last Quarter	Total Number of Full and Part-time Employees Employed Current Quarter		
Special Difficulties Internet-based New Hire Reporting Will Cause			

This employer meets the criteria to request a good cause waiver of the electronic new hire reporting requirement. I understand that good cause waivers need to be approved by Child Support and will be time limited as waivers are intended to give the employer time to resolve difficulties associated with the electronic reporting of new hires.

Date Anticipated Employer Will Be Able to Submit New Hire Reports Electronically	
Name of Individual Submitting Good Cause Waiver Request	Telephone Number
Title	Date Submitted

Send good cause waiver request to:

Employer Relations Administrator
Child Support
PO Box 7190
Bismarck, ND 58507-7190

Fax: 701-328-5425
E-mail: sohire@nd.gov
(Note: this is not a secure e-mail address)

Child Support Use Only

<input type="checkbox"/> Waiver approved by Child Support	Date Waiver Expires
<input type="checkbox"/> Waiver not approved by Child Support	
Reason Not Approved	
Signature of Employer Relations Administrator	Date