



STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES
BUREAU OF CHILD SUPPORT ENFORCEMENT

"Children deserve the support of both parents. With your assistance in obtaining health insurance, we can make the child support program even better for the children of Connecticut."

ANNOUNCEMENT

Dear Employer:

The State of Connecticut has changed its medical enrollment notice to conform with the federal National Medical Support Notice (NMSN)¹. Effective October 1, 2002, the new NMSN changes the employer's responsibilities in enrolling qualified employees' children in the company health plan. **The most significant change from the previous enrollment process is that the new notice requires you as the employer to enroll both the employee and any qualified children, if the employee meets company eligibility requirements and has sufficient income** (i.e., as defined by state² and federal guidelines³). The previous Connecticut Notice to Enroll required enrollment of the employees' children only if the employee was already participating in your company's health insurance plan.

The NMSN was developed by the federal Departments of Health and Human Services and Labor with assistance from employer groups and health plan administrators throughout the United States. The NMSN is a standardized form that will be utilized by all child support enforcement agencies nationwide. You will be pleased to know that a medical support notice from any other state should look identical to the one being issued by Connecticut.

Connecticut will issue the NMSN in all new child support cases along with the standard Income Withholding Notice. In existing cases, Connecticut may issue the NMSN alone when it discovers a non-custodial parent who is not providing medical support and has been ordered to do so.

The NMSN is comprised of two parts: Part A, the Employer Withholding Notice, and Part B, the Medical Support Notice to the Health Insurance Plan Administrator. Each part includes information which will be provided by the child support agency, including the names and mailing addresses of the employee, the child and the employer, and the type of coverage to be provided, such as basic, dental, vision, mental health and prescription. The notice also contains information related to the underlying child support order, such as the date of the order and the court issuing the order.

¹ May 9 Special Session, Public Act No. 02-7, Sections 38 and 40 to 44, Section 466(a)(19) of the Social Security Act, Section 609(a)(5)(C) of the Employee Retirement Income Security Act of 1974 (ERISA), and for State and local government and church plans, Sections 401(e) and (f) of the Child Support Performance and Incentive Act of 1998 (Public Law 105-200)

² Connecticut General Statute 52-362(e)

³ Federal Consumer Protection Act (15 U.S.C., Section 1637(b))

You are required to review and act on the notice within 20 business days from the date of the NMSN. Part A of the notice informs the employer of the type of coverage required under the order and the terms of coverage. In addition, Part A includes a response form that allows the employer to notify the issuing agency of any reason it can not provide coverage according to the terms of the order.

If the company is able to provide coverage, the employer forwards Part B to its health insurance plan administrator. The health insurance plan administrator has 40 days from the date of the NMSN to complete Part B and return it to the issuing child support agency. Part B also has a response form to allow the health insurance plan administrator to notify the issuing agency of the action that will be taken in accordance with the order, whether coverage will be provided and when, and a description of the coverage.

You may review and download a copy of the NMSN, a list of answers to commonly asked questions, a glossary of terms, and/or a copy of the Public Act from the Connecticut child support website @ www.ctchildsupport.com. The Connecticut child support website offers links to the Department of Social Services, Support Enforcement Services and the federal Office of Child Support Enforcement websites. Finally, questions may be directed to the State of Connecticut Child Support Information Line (Spanish Assistance - Para Asistencia en Español, Llame) at 1-888-233-7223 (**Option #4 from the Employer menu**). We hope that this information is helpful. Please forward a copy of this Announcement to your Health Plan Administrator. Thank you in advance for your anticipated cooperation.