



**COMMONWEALTH of VIRGINIA
DEPARTMENT OF SOCIAL SERVICES**

ANNOUNCEMENT

Dear Employer:

As of October 1, 2001 many states began using the National Medical Support Notice (NMSN). The National Medical Support Notice is a standardized federal form that all state child support agencies must use to order employers to enroll children in health care coverage. Many Virginia employers have already received these notices from other states who have started issuing the notice before Virginia. In many states implementation has been delayed due to the need for enabling state legislation. The form was developed with input from employer groups and health plan administrators. Of additional interest to employers, the notice complies with section 609 (a)(3) and (4) of the Employee Retirement Income Security Act of 1974 (ERISA), which pertains to informational requirements and restrictions against requiring new types or forms of benefits.

On or about August 1, 2003, Virginia will start using the new notice. This announcement along with a copy of the notice is part of Virginia's effort to inform employers about this upcoming change. You are currently receiving the Order/Notice to Withhold Income for Child Support, which includes an order to enroll children in any health care coverage available to the employee. The notice will replace the portion of the Order/Notice to Withhold Income for Child Support that applies to health care coverage. The new notice is a five (5) page double-sided document and will be sent under separate cover.

The 2002 Virginia Legislature passed Code of VA § 63.2-1924.1. This Act allows Virginia to comply with the Federal mandate requiring employers to withhold wages for health care coverage premiums when their employees are ordered to provide health care coverage for their child (ren), the Virginia Department of Social Services, Division of Child Support Enforcement is enforcing that order, and the employer provides employee health insurance.

Included in the web site below, you will find a copy of the National Medical Support Notice (NMSN). Additional information about this form is also available for private sector and federal agency employers by visiting the U.S. Department of Health and Human Services Web site:

Private Sector: http://www.acf.hhs.gov/programs/cse/newhire/employer/private/medical_support.htm

Federal Agency: http://www.acf.hhs.gov/programs/cse/newhire/employer/federal/medical_support.htm

Virginia is committed to the health and welfare of our children. Assuring that our children are covered by health insurance is an important commitment. We recognize that with this commitment may come additional responsibilities for employees and employers. If you have additional questions, you may contact the Virginia Division of Child Support Enforcement (DCSE) employer inquiry toll-free number 1-800-257-9986.

Virginia Department of Social Services
Division of Child Support Enforcement
7 North 8th Street, 1st Floor
Richmond, VA 23219-1849