



Employer Checklist for Child Support Health Insurance



- ✓ When an employee is ordered to pay health insurance as part of court ordered child support, the employer is sent a document called the [National Medical Support Notice \(NMSN\)](#). It will have the employee's name, child support case number and other information. It also has a section for the employer to complete. Within 20 business days of the date on the NMSN, the employer should check number 1 of the NMSN [Employer Response](#) (Part A) and return it by mail to the issuing party shown on the NMSN. If health insurance is not available to the employee, the employer is still required to respond to the issuing party by returning the Employer Response regardless of whether you provide group health benefits or the employee named herein is no longer employed by your organization.
- ✓ If your company does offer health insurance to employees, then you have 10 days from the date you receive an NMSN to confirm that the employee named in the NMSN is your employee and provide him/her with a copy of the notice and the information on the employee's right to request a hearing regarding the health insurance assignment.
- ✓ Within 20 business days of receipt of the NMSN, forward instructions to enroll to the designated health insurance company or other health plan insurer.
- ✓ Once enrollment is verified with the effective date, complete the NMSN's Health Insurance Information Form and return it to the issuing local child support county office.
- ✓ Within 40 business days of the receipt of the NMSN, or sooner if reasonable, furnish the local county office with a description of the coverage available and the effective date of the coverage, including, if not already provided, a summary plan description and any forms, documents, or information necessary to effectuate such coverage, as well as information necessary to submit claims for benefits.
- ✓ If health insurance coverage terminates for any reason, a notice of lapse of health insurance coverage should be forwarded to the issuing party.

For additional information, visit the [California Child Support- A Guide for Business Handbook](#).

Any eligibility questions can be answered through NMSN guidelines: http://www.acf.hhs.gov/sites/default/files/ocse/omb_0970_0222.pdf

Or contact the issuing local child support agency at 1 866-901-3212.