

Re:

Case No:

NATIONAL MEDICAL SUPPORT NOTICE - PART A NOTICE TO WITHHOLD FOR HEALTH CARE COVERAGE

This Notice is issued under 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. Receipt of this Notice from the Issuing Agency constitutes receipt of a Medical Child Support Order under applicable law. **The information on the Custodial Parent and Child(ren) contained on this page is confidential and should not be shared or disclosed with the employee.** NOTE: For purposes of this form, the Custodial Parent may also be the employee when the State opts to have policies to enforce against custodial parents.

National Medical Support Order/Notice (NMSN)

Termination Order/Notice - if checked, see page 2

Notice Date: _____ Issuing Agency: _____ Address: _____ _____ Case Identifier: _____ Telephone Number: _____ Email Address: _____ Fax Number: _____	Court or Administrative Authority: _____ Order Date: _____ Order Identifier: _____ Document Tracking Identifier: _____ Employer website: _____ See NMSN Instructions: https://www.acf.hhs.gov/sites/default/files/documents/ocse/omb_0970-0222_a_instructions.pdf
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Employer/Withholder's Federal EIN Number _____

Employer/Withholder's Name _____

Employer/Withholder's Address _____

Custodial Parent's Name (Last, First, MI) _____

Custodial Parent's Mailing Address _____

Child(ren)'s Mailing Address (if different from Custodial Parent's) _____

Name and Telephone of a Representative of the Child(ren) _____

Child(ren)'s Name(s)	Gender	DOB	SSN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RE: _____

Employee's Name (Last, First, MI) _____

Employee's Social Security Number _____

Employee's Mailing Address _____

Substituted Official/Agency Name _____

Substituted Official/Agency Address _____
 (Required if Custodial Parent's mailing address is left blank)

Mailing Address of a Representative of the Child(ren) _____

Child(ren)'s Name(s)	Gender	DOB	SSN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The order requires the child(ren) to be enrolled in all health care coverages available; or only the following coverage:

Medical; Dental; Vision; Prescription drug; Mental health; Other (specify): _____

THE PAPERWORK REDUCTION ACT OF 1995 (P.L. 104-13) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. **OMB control number: 0970-0222. OMB Expiration Date: 11/30/2025.**

LIMITATIONS ON WITHHOLDING

The total amount withheld for both cash and medical support cannot exceed 50-65% of the employee's aggregate disposable weekly earnings. The employer may not withhold more under this National Medical Support Notice than the lesser of:

1. The amounts allowed by the Federal Consumer Credit Protection Act (15 U.S.C., section 1673(b));
2. The amounts allowed by the State of the employee's principal place of employment; or
3. The amounts allowed for health insurance premiums by the child support order, as indicated here:
\$ _____ or _____ % of gross income.

PRIORITY OF WITHHOLDING

In addition to the limitations on withholding that determine the maximum amount of earnings the employer may withhold for paying support, each state has policy or law which prioritizes the kinds of support to be paid. **If the employee does not earn enough to pay all ordered support, then the employer should consult the state's priority of withholding to determine the order of importance between all orders for current support, medical support, support arrears, and interest on the support arrears.** The employer must consider all support orders received for each employee.

For more information about specific state and territory limitations and priority of withholding, see the OCSE Medical Support Matrix at <https://www.acf.hhs.gov/css/contact-information/state-medical-support-contacts-and-requirements>.

Additional Information for Termination Order/Notice

Unless the employee has indicated that they want to continue coverage voluntarily, you are required to terminate health care coverage for the child(ren) identified in this NMSN order/notice if the Termination Order/Notice checkbox is checked on page 1.

1. Effective date of medical support order/notice termination: _____
2. Reason for termination of order/notice: _____
3. Child(ren) for whom the order/notice is terminated:

Last, First, Middle Name of Child(ren):

DOB:

EMPLOYER RESPONSE

Section 1 – No Enrollment Possible

The employer knows that the plan administrator cannot enroll dependents in employer-provided health care coverage for the employee named on page 1, because: (select all that apply)

- 1. The employee named in this Notice has never been employed by this employer.
2. We, the employer, do not offer our employees the option of purchasing dependent or family health care coverage as a benefit of their employment.
3. The employee is among a class of employees (for example, part-time or non-union) that are not eligible for family health care coverage under any group health care plan maintained by the employer or to which the employer contributes. If the employee is only temporarily ineligible for health care coverage, do not check this box, and advance to Section 2.
4. Health care coverage is not available because employee is no longer employed here:
Effective date of separation:
Reason for separation:
Last known telephone number:
Last known address:
(If new employment information is known, add at #6).
5. State or Federal withholding limitations and/or prioritization prevent the withholding from the employee's income of the amount required to obtain coverage under the terms of the plan. (See page 2 for description and instructions.)
6. Other (new job information for employee, child adequately covered by 3rd party, other reason for no coverage):

Section 2 – Dependent Enrollment Not Yet Available

- 7. The participant is subject to a waiting period that expires (more than 90 days from the date of receipt of this Notice), or has not completed a waiting period, which is determined by some measure other than the passage of time, such as the completion of a certain number of hours worked (describe here:). At the completion of the waiting period, the Plan Administrator will process the enrollment.
8. Employee is on an unpaid leave of absence. Expected date of return:

Section 3 – Dependent Coverage Available

- 9. Employer forwarded Part B - Medical Support Notice to Plan Administrator on this date:

COMPLETED BY:

Employer Company Name: Plan Administrator Company / Union Name:
Contact Name: Contact Name:
Title: Title:
Email: Email:
Telephone: Telephone:
Fax: Fax:
FEIN: FEIN:

NOTICE AND GENERAL INSTRUCTIONS TO EMPLOYER

This document serves as legal notice that the employee identified on this National Medical Support Notice is obligated by a court or administrative child support order to provide health care coverage for the child(ren) identified on this Notice. This National Medical Support Notice replaces any Medical Support Notice that the Issuing Agency has previously served on you with respect to the employee and the children listed on this Notice.

The document consists of

1. **Part A - Notice to Withhold for Health Care Coverage** for the employer to withhold any employee contributions required by the group health care plan(s) in which the child(ren) is/are enrolled; and
2. **Part B - Medical Support Notice to Plan Administrator**, which **must** be forwarded to the Administrator of each group health care plan identified by the employer to enroll the eligible child(ren), or completed by the employer, if the employer serves as the health care Plan Administrator.

An employer receiving this legal Notice is required to complete and return Part A - Employer Response.

If group health care coverage is not available to the employee named herein, or the employee was never or is no longer employed, the employer is required to complete Part A - Employer Response and return it to the Issuing Agency with the appropriate response checked.

If you, the employer, provide the health care benefits to the employee, forward Part B - Medical Support Notice to Plan Administrator - Plan Administrator Response to the health care Plan Administrator of your organization. If the employee's health care benefits are administered through another organization, including a labor union, forward Part B - Medical Support Notice to Plan Administrator to the labor union or other organization acting as the Plan Administrator for completion. **If the employee has already enrolled the child(ren) in health care coverage, the employer must forward Part B - Medical Support Notice to Plan Administrator to the Plan Administrator for completion and submittal to the Issuing Agency.**

Keep a copy of **Part A - Notice to Withhold for Health Care Coverage** to notify the Issuing Agency if the employee separates from service for any reason including retirement or termination. You may also use Part A to notify the Issuing Agency of any changes or lapses in health care coverage.

For step-by-step supplemental instructions, see https://www.acf.hhs.gov/sites/default/files/documents/ocse/omb_0970-0222_a_instructions.pdf

EMPLOYER RESPONSIBILITIES

1. If dependent health care coverage is available for which the child(ren) identified above may be eligible, you are required to:
 - a. Transfer, not later than 20 business days after the date of this Notice, a copy of **Part B - Medical Support Notice to Plan Administrator** to the Administrator of each appropriate group health care plan for which the child(ren) may be eligible, complete Section 3, item 9, and
 - b. Upon notification from the Plan Administrator(s) whether the child(ren) is/are enrolled or cannot be enrolled, either
 - 1) withhold from the employee's income any employee contributions required under each group health care plan, in accordance with the applicable law of the employee's principal place of employment and transfer employee contributions to the appropriate plan(s), or
 - 2) complete Section 1, item 5, of the Employer Response to notify the Issuing Agency that enrollment cannot be completed because of prioritization or limitations on withholding.
 - c. If the Plan Administrator notifies you that the employee is subject to a waiting period that expires more than 90 days from the date of its receipt of **Part B - Medical Support Notice to Plan Administrator**, or whose duration is determined by a measure other than the passage of time (for example, the completion of a certain number of hours worked), complete Section 2, item 7, of the Employer Response to notify the Issuing Agency of the enrollment timeframe and notify the Plan Administrator when the employee is eligible to enroll in the plan and that this Notice requires the enrollment of the child(ren) named in the Notice in the plan.

2. If the Termination Order/Notice checkbox is checked, you are required to terminate the NMSN/ Qualified Medical Child Support Order (QMCSO) and health care coverage for the child(ren) identified in the order **unless the employee has indicated that they want to continue coverage voluntarily**. If this employee is also under a wage withholding order for payment of child support, release of this health care insurance order may result in an increase in the amount of earnings available to remit to the state disbursement unit as child support. Release of this health care insurance order does not negate your obligation to comply with wage withholding and/or other health care insurance orders for this employee.

DURATION OF WITHHOLDING

The child(ren) shall be treated as dependents under the terms of the plan. Coverage of a child as a dependent will end when conditions for eligibility for coverage under terms of the plan no longer apply. However, the continuation coverage provisions of ERISA may entitle the child to continuation coverage under the plan. **The employer must continue to withhold employee contributions and may not disenroll (or eliminate coverage for) the child(ren) unless:**

1. The employer is provided satisfactory written evidence that:
 - a. The court or administrative child support order referred to in this Notice is no longer in effect; or
 - b. The child(ren) is or will be enrolled in comparable coverage which will take effect no later than the effective date of disenrollment from the plan; or
2. The employer eliminates family health care coverage for all its employees; or
3. Any available continuation coverage is not elected, or the period of such coverage expires.

POSSIBLE SANCTIONS

An employer may be subject to sanctions or penalties imposed under State law and/or ERISA for discharging an employee from employment, refusing to employ, or taking disciplinary action against any employee because of medical child support withholding, or for failing to withhold income, or transmit such withheld amounts to the applicable plan(s) as the Notice directs. Sanctions or penalties may be imposed under State law against an employer for failure to respond and/or for non-compliance with this Notice.

NOTICE OF TERMINATION OF EMPLOYMENT

In any case in which the above employee's employment terminates, the employer must promptly notify the Issuing Agency listed above of such termination. This requirement may be satisfied by sending to the Issuing Agency a copy of **Part A - Notice to Withhold for Health Care Coverage**, with Section 1, item 4, checked or any notice the employer is required to provide under the continuation coverage provisions of ERISA or the Health Insurance Portability and Accountability Act.

EMPLOYEE LIABILITY FOR CONTRIBUTION TO PLAN

The employee is liable for any employee contributions that are required under the plan(s) for enrollment of the child(ren) and is subject to appropriate enforcement. The employee may contest the withholding under this Notice based on a mistake of fact (such as the identity of the obligor). Should an employee contest the withholding under this Notice, the employer must proceed to comply with the employer responsibilities in this Notice until notified by the Issuing Agency to discontinue withholding. **To contest the withholding under this Notice, the employee should contact the Issuing Agency at the address and telephone number listed on page 1 of this Notice.** With respect to plans subject to ERISA, it is the view of the Department of Labor that Federal Courts have jurisdiction if the employee challenges a determination that the Notice constitutes a Qualified Medical Child Support Order.

CONTACT FOR QUESTIONS

If you have any questions regarding this Notice, you may contact the Issuing Agency at the address and telephone number listed on page 1 of this Notice.

For Frequently Asked Questions (FAQs) about the NMSN, see [Resource Library](#) | [The Administration for Children and Families \(hhs.gov\)](#)

**NATIONAL MEDICAL SUPPORT NOTICE - PART B
MEDICAL SUPPORT NOTICE TO PLAN ADMINISTRATOR**

This Notice is issued under 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 (CSPIA). Receipt of this Notice from the Issuing Agency constitutes receipt of a Medical Child Support Order under applicable law. The rights of the parties and the duties of the plan administrator under this Notice are in addition to the existing rights and duties established under such law. **The information on the Custodial Parent and Child(ren) contained on this page is confidential and should not be shared or disclosed with the employee.** NOTE: For purposes of this form, the Custodial Parent may also be the employee when the State opts to have policies to enforce against the custodial parent.

Notice Date: _____ Issuing Agency: _____ Address: _____ _____ Case Identifier: _____ Telephone Number: _____ Email Address: _____ Fax Number: _____	Court or Administrative Authority: _____ _____ Order Date: _____ Order Identifier: _____ Document Tracking Identifier: _____ Employer website: _____ See NMSN Instructions: https://www.acf.hhs.gov/css/form/national-medical-support-notice-forms-instructions
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Employer/Withholder's Federal EIN Number

Employer/Withholder's Name

Employer/Withholder's Address

Custodial Parent's Name (Last, First, MI)

Custodial Parent's Mailing Address

Child(ren)'s Mailing Address (if different from Custodial Parent's)

Name and Telephone of a Representative of the Child(ren)

Child(ren)'s Name(s)	Gender	DOB	SSN
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____

RE: _____
Employee's Name (Last, First, MI)

Employee's Social Security Number

Employee's Mailing Address

Substituted Official/Agency Name

Substituted Official/Agency Address
(Required if Custodial Parent's mailing address is left blank)

Mailing Address of a Representative of the Child(ren)

Child(ren)'s Name(s)	Gender	DOB	SSN
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____

The order requires the child(ren) to be enrolled in all health care coverages available; or only the following coverage(s):
 Medical; Dental; Vision; Prescription drug; Mental health; Other (specify): _____

THE PAPERWORK REDUCTION ACT OF 1995 (P.L. 104-13) No persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete the review of the information collection. **OMB control number: 1210-0113. OMB Expiration Date: 11/30/2025.**

PLAN ADMINISTRATOR RESPONSE

(To be completed and returned to the Issuing Agency within 40 business days after the date of the Notice, or sooner if reasonable)

Case # _____ (to be completed by the issuing agency)

This Notice was received by the plan administrator on this date _____.

- 1. This Notice was determined to be a "qualified medical child support order," on this date _____. Complete **Response 2 or 3, and 4**, if applicable.
- 2. The participant (employee) and alternate recipient(s) (child(ren)) are or will be enrolled in the following family coverage.
 - a. The child(ren) is/are currently enrolled in the plan as a dependent of the participant.
 - b. There is only one type of coverage provided under the plan. The child(ren) is/are included as dependents of the participant under the plan.
 - c. The participant is enrolled in an option that is providing dependent coverage and the child(ren) will be enrolled in the same option.
 - d. The participant is enrolled in an option that permits dependent coverage that has not been elected; dependent coverage will be provided.

Coverage is effective as of _____ (includes waiting period of less than 90 days from date of receipt of this Notice). The child(ren) has/have been enrolled in the following option: _____ (if plan is insured, provider, policy and group numbers, and addresses for submitting claims, are provided in Addendum Section 1). Any necessary withholding should commence if the employer determines that it is permitted under State and Federal withholding and/or prioritization limitations.

- 3. There is more than one option available under the plan and the participant is not enrolled. The Issuing Agency must select from the available options. Each child is to be included as a dependent under one of the available options that provide family coverage. If the Issuing Agency does not reply within 20 business days of the date this Response is returned, the child(ren), and the participant if necessary, will be enrolled in the plan's default option, if any: _____ (if plan is insured, see Addendum Section 1).
- 4. The participant is subject to a waiting period that expires _____ (more than 90 days from the date of receipt of this Notice), or has not completed a waiting period which is determined by some measure other than the passage of time, such as the completion of a certain number of hours worked (describe here: _____). At the completion of the waiting period, the plan administrator will process the enrollment.
- 5. This Notice does not constitute a "qualified medical child support order" because:
 - The name of the child(ren) or participant is unavailable.
 - The mailing address of the child(ren) (or a substituted official) or participant is unavailable.
 - The child(ren) identified in the Addendum Section 2 is/are at or above the age at which dependents are no longer eligible for coverage under the plan.

Plan Administrator or Representative:

Name: _____ Telephone Number: _____
 Title: _____ Date: _____
 Address: _____ Email Address: _____

INSTRUCTIONS TO PLAN ADMINISTRATOR

This Notice has been forwarded from the employer identified above to you as the plan administrator of a group health plan maintained by the employer (or a group health plan to which the employer contributes) and in which the noncustodial parent/participant identified above is enrolled or is eligible for enrollment.

This Notice serves to inform you that the noncustodial parent/participant is obligated by an order issued by the court or agency identified above to provide health care coverage for the child(ren) under the group health plan(s) as described on **Part B**.

- (A) If the participant and child(ren) and their mailing addresses (or that of a Substituted Official or Agency) are identified above, and if coverage for the child(ren) is or will become available, this Notice constitutes a "qualified medical child support order" (QMCSO) under ERISA or CSPIA, as applicable. (If any mailing address is not present, but it is reasonably accessible, this Notice will not fail to be a QMCSO on that basis.) You must, within 40 business days of the date of this Notice, or sooner if reasonable:

(1) Complete Part B - Plan Administrator Response - and send it to the Issuing Agency:

(a) if you checked Response 2, complete Addendum Section 1 and:

- (i) notify the noncustodial parent/participant named above, each named child, and the custodial parent that coverage of the child(ren) is or will become available (notification of the custodial parent will be deemed notification of the child(ren) if they reside at the same address); and
- (ii) furnish the custodial parent 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.

(b) if you checked Response 3:

- (i) if you have not already done so, provide to the Issuing Agency copies of applicable summary plan descriptions or other documents that describe available coverage including the additional participant contribution necessary to obtain coverage for the child(ren) under each option and whether there is a limited service area for any option;
- (ii) if the plan has a default option, you are to enroll the child(ren) in the default option if you have not received an election from the Issuing Agency within 20 business days of the date you returned the Response. If the plan does not have a default option, you are to enroll the child(ren) in the option selected by the Issuing Agency. You must complete Addendum Section I.

(c) if the participant is subject to a waiting period that expires more than 90 days from the date of receipt of this Notice, or has not completed a waiting period whose duration is determined by a measure other than the passage of time (for example, the completion of a certain number of hours worked), complete Response 4 on the Plan Administrator Response and return to the employer and the Issuing Agency, and notify the participant and the custodial parent; and upon satisfaction of the period or requirement, complete enrollment under Response 2 or 3, and

- (d) upon completion of the enrollment, transfer the applicable information on Part B - Plan Administrator Response to the employer for a determination that the necessary employee contributions are available. Inform the employer that the enrollment is pursuant to a National Medical Support Notice.
- (B) If within 40 business days of the date of this Notice, or sooner if reasonable, you determine that this Notice does not constitute a QMCSO, you must complete Response 5 of Part B - Plan Administrator Response and send it to the Issuing Agency, and inform the noncustodial parent/participant, custodial parent, and child(ren) of the specific reasons for your determination. Identify child(ren) at or above the age at which dependents are no longer eligible for coverage under the plan in Addendum Section 2.
- (C) Any required notification of the custodial parent, child(ren) and/or participant may be satisfied by sending the party a copy of the Plan Administrator Response, if appropriate. You may choose to furnish these notifications electronically in accordance with the requirements of the Department of Labor's electronic disclosure regulation codified at 29 C.F.R. 2520.104b-1(c).

UNLAWFUL REFUSAL TO ENROLL

Enrollment of a child may not be denied on the ground that: (1) the child was born out of wedlock; (2) the child is not claimed as a dependent on the participant's Federal income tax return; (3) the child does not reside with the participant or in the plan's service area; or (4) because the child is receiving benefits or is eligible to receive benefits under the State Medicaid plan. If the plan requires that the participant be enrolled in order for the child(ren) to be enrolled, and the participant is not currently enrolled, you must enroll both the participant and the child(ren) regardless of whether the participant has applied for enrollment in the plan. All enrollments are to be made without regard to open season restrictions.

PAYMENT OF CLAIMS

A child covered by a QMCSO, or the child's custodial parent, legal guardian, or the provider of services to the child, or a State agency to the extent assigned the child's rights, may file claims and the plan shall make payment for covered benefits or reimbursement directly to such party.

PERIOD OF COVERAGE

The alternate recipient(s) shall be treated as dependents under the terms of the plan. Coverage of an alternate recipient as a dependent will end when similarly situated dependents are no longer eligible for coverage under the terms of the plan. However, the continuation coverage provisions of ERISA or other applicable law may entitle the alternate recipient to continue coverage under the plan. Once a child is enrolled in the plan as directed above, the alternate recipient may not be disenrolled unless:

- (1) The plan administrator is provided satisfactory written evidence that either:
 - (a) the court or administrative child support order referred to above is no longer in effect, or
 - (b) the alternate recipient is or will be enrolled in comparable coverage which will take effect no later than the effective date of disenrollment from the plan;
- (2) The employer eliminates family health coverage for all of its employees; or
- (3) Any available continuation coverage is not elected, or the period of such coverage expires.

CONTACT FOR QUESTIONS

If you have any questions regarding this Notice, you may contact the Issuing Agency at the address and telephone number listed above (Part B, Page 1).

For more information, including Medical Support - FAQs for answers to employers' common questions, see <https://www.acf.hhs.gov/css/form/national-medical-support-notice-forms-instructions>. See also Medical Support Enforcement Policy Clarifications, <https://www.acf.hhs.gov/css/policy-guidance/medical-support-enforcement-policy-clarifications>.

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average approximately 30 minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Research and Analysis, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or email ebsa.opr@dol.gov and reference the OMB Control Number 1210-0113. OMB Expiration Date: **11/30/2025**. Please do not send the National Medical Support Notice (NMSN) response to these DOL addresses. **You must return the response to the child support agency that issued the NMSN to your organization. The child support agency's contact information is on Page 1, Part B.**

NATIONAL MEDICAL SUPPORT NOTICE – ADDENDUM TO PART B

Notice Date: _____	Court or Administrative Authority: _____
Issuing Agency: _____	Order Date: _____
Address: _____	Order Identifier: _____
_____	Document Tracking Identifier: _____
Case Identifier: _____	Employer website: _____
Telephone Number: _____	See NMSN Instructions:
Email Address: _____	http://www.acf.hhs.gov/programs/css/resource/national-medical-support-notice-form
Fax Number: _____	

SECTION 1: HEALTH INSURANCE DETAILS

Use section 1-1 through 1-6 to provide the information on the plans in which child(ren) is/are enrolled. Complete all of the following information for each type of health care coverage that the child(ren) is receiving (enrolled in) and attach this document to the completed PLAN ADMINISTRATOR RESPONSE.

SECTION 1-1: MEDICAL INSURANCE

Effective Date of Coverage: _____

Insurance Provider Name _____ Group Number _____ Policy Number _____

Insurance Provider Claims Address Line 1 _____ Insurance Provider Claims Address Line 2 _____

Insurance Provider Claims City _____ State _____ Zip Code _____ Phone Number for Claims _____

Medical Insurance Coverage Also Includes: (Check all that apply)
 Dental Vision Prescription Drug Mental Health Other (Specify): _____

SECTION 1-2: DENTAL INSURANCE

Effective Date of Coverage: _____

Insurance Provider Name _____ Group Number _____ Policy Number _____

Insurance Provider Claims Address Line 1 _____ Insurance Provider Claims Address Line 2 _____

Insurance Provider Claims City _____ State _____ Zip Code _____ Phone Number for Claims _____

SECTION 1-3: VISION INSURANCE

Effective Date of Coverage: _____

Insurance Provider Name _____ Group Number _____ Policy Number _____

Insurance Provider Claims Address Line 1 _____ Insurance Provider Claims Address Line 2 _____

Insurance Provider Claims City _____ State _____ Zip Code _____ Phone Number for Claims _____

SECTION 1-4: PRESCRIPTION DRUG INSURANCE

Effective Date of Coverage: _____

Insurance Provider Name _____ Group Number _____ Policy Number _____

Insurance Provider Claims Address Line 1 _____ Insurance Provider Claims Address Line 2 _____

Insurance Provider Claims City _____ State _____ Zip Code _____ Phone Number for Claims _____

SECTION 1-5: MENTAL HEALTH INSURANCE

Effective Date of Coverage: _____

Insurance Provider Name _____ Group Number _____ Policy Number _____

Insurance Provider Claims Address Line 1 _____ Insurance Provider Claims Address Line 2 _____

Insurance Provider Claims City _____ State _____ Zip Code _____ Phone Number for Claims _____

SECTION 1-6: OTHER INSURANCE

Effective Date of Coverage: _____

Insurance Provider Name _____ Group Number _____ Policy Number _____

Insurance Provider Claims Address Line 1 _____ Insurance Provider Claims Address Line 2 _____

Insurance Provider Claims City _____ State _____ Zip Code _____ Phone Number for Claims _____

SECTION 2: NO LONGER ELIGIBLE CHILDREN DETAILS

Use below section to list child(ren) who are at or above the age at which dependents are no longer eligible for coverage under the plan.

Name (Last, First, Middle)	Gender	Date of Birth	Social Security Number

National Medical Support Notice (NMSN) Part B Addendum Recommendations

MICHIGAN-SPECIFIC ADDENDUM TO THE NATIONAL MEDICAL SUPPORT NOTICE (NMSN)	CASE NO. 2023-000000-DS
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To: Employer Name: _____ **RE: Employee Name:** _____
Employer FEIN: _____ **Employee SSN:** _____

Child(ren)'s Name(s)	Gender	DOB	SSN	Child(ren)'s Name(s)	Gender	DOB	SSN
_____	-	_____	_____	_____	-	_____	_____
_____	-	_____	_____	_____	-	_____	_____
_____	-	_____	_____	_____	-	_____	_____

The order requires the child(ren) to be enrolled in any health care coverage available at a reasonable cost.

LIMITATIONS ON WITHHOLDING

According to the NMSN's Instructions to the Employer, under the section entitled "Limitations on Withholding," the employer may not withhold more under this NMSN than the lesser of:

1. The amounts allowed by the Federal Consumer Credit Protection Act (15 United States Code [U.S.C.], section 1673[b]);
2. The amounts allowed by the state of the employee's principal place of employment; or
3. The amounts allowed for health insurance premiums by the child support order, as indicated here: \$_____ or _____% of gross income.

NMSN AND HIPAA

The Health Insurance Portability and Accountability Act, more commonly known as HIPAA, established a privacy rule (Ref: 45 Code of Federal Regulations [CFR] 164.512[f]) that protects the disclosure of health plan information. However, the privacy rule permits a covered entity to disclose protected health information to a "law enforcement official" (Ref: 45 CFR 164.501) for law enforcement purposes in compliance with court orders, grand jury subpoenas, or certain written administrative requests. According to the rule, a "law enforcement official" would include any representative of the agency empowered by state or federal law to enforce a medical child support order. Friend of the Court, Office of Child Support, and/or Michigan Medical Support Enrollment Unit staff assist in the enforcement of court-ordered medical child support by collecting enrolled health care coverage information. Employers must disclose this information to any Friend of the Court, Office of Child Support, or Michigan Medical Support Enrollment Unit staff.

THIRD-PARTY COVERAGE

NMSNs are sent to employers for either parent (custodial or non-custodial) who is ordered by the court to provide insurance for a child(ren). Parents may have a third party (stepparent, grandparent, etc.) enroll the child(ren) in his/her health care coverage plan. According to the NMSN's Instructions to the Employer, under the section entitled "Duration of Withholding," employers must enroll the child(ren) in accordance with the NMSN unless the employee has provided satisfactory written evidence that the child(ren) is or will be enrolled in comparable coverage effective no later than the effective date of disenrollment from the employer-provided plan.

UNION PROVIDES HEALTH CARE COVERAGE

If health care coverage is available to the employee, but the employee's union provides the coverage, the employer must treat the union as the "plan administrator." The NMSN's Instructions to the Employer and federal regulations (Ref: 45 CFR 303.32 [c][3]), require the employer to forward Part B of the NMSN to the plan administrator (i.e., the union) within 20 days of the date the NMSN was received.

QUALIFIED MEDICAL SUPPORT ORDER

As stated on both Part A and Part B of the NMSN, receipt of the NMSN constitutes receipt of a qualified medical support order and should be reported as such to the insurance provider.

EMPLOYEE DISAGREES WITH ENROLLMENT

If the employee disagrees with the enrollment that is directed through the NMSN, (s)he must contact his/her Friend of the Court office. The employer must proceed in accordance with the NMSN until further documentation is received from the court.

Please notify the Friend of the Court office that issued the NMSN if you do not wish to receive the NMSN Instructions to the Employer or to the Plan Administrator every time a NMSN is sent. A sample NMSN, including instructions, is available to view online at <http://www.acf.hhs.gov/programs/css/resource/national-medical-support-notice-form>. Select the link "National Medical Support Notice Form and Instructions."