



## National Medical Support Notices

National Medical Support Notices are forms sent to employers when an employee is under an existing court or administrative order to provide insurance for their child(ren). Timely completion helps ensure children have the required coverage. **The privacy of NMSN dependents must be protected.**

**When you receive an NMSN, immediately email it to PEBA at [medicalsupportnotices@peba.sc.gov](mailto:medicalsupportnotices@peba.sc.gov).**

The format of the notice might vary, but it will always have “National Medical Support Notice” at the top of the first page. It will also have sections labeled *Employer Response* and *Plan Administrator Response*.

Compliance with the NMSN is mandatory under federal law. PEBA cannot discontinue coverage until the issuing agency sends an updated NMSN or other order.

### Instructions

- Complete only the *Employer Response* section and return it to the issuing child support agency before you send a copy to PEBA. You do **not** have to complete a *Notice of Election*.
- PEBA will complete the *Plan Administrator Response* and send it to the issuing agency. PEBA will also complete any extra forms or questionnaires about health insurance that might be included. You will be notified if election changes are made.

### Important reminders to ensure the privacy of NMSN dependents

- Do **not** share information on the custodial parent and child(ren) contained on the NMSN with the employee.
- Do **not** place the NMSN in the employee’s file unless identifying information for the child and custodial parent is redacted.
- If the employee has questions concerning the coverage requirements and plan choice, please refer the employee to the NMSN-issuing agency.

### Coverage changes

- Special eligibility situation rules do **not** apply to NMSNs. Subscribers **cannot** make changes to their benefits other than those specified in the NMSN, which is determined by PEBA.
- Subscribers are **not** allowed to make coverage changes through MyBenefits.

### COBRA

- When an employee who is covering a child under an NMSN leaves employment, send a COBRA notice for the child **only** to the custodial parent listed on the NMSN.
- Retain a copy of the notice for your records; however, do **not** place a copy in the employee’s file.

### EBS report

- PEBA produces an annual text file to assist employers with the creation of Form 1095-C for employees with an NMSN on file with PEBA. Do **not** list the dependent’s Social Security number on the Form 1095-C.