



## National Medical Support Notices

National Medical Support Notices (NMSNs) 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.

**If you receive an NMSN, email it to PEBA at [medicalsupportnotices@peba.sc.gov](mailto:medicalsupportnotices@peba.sc.gov) as soon as possible.**

The format of the notice may vary, but it will always say National Medical Support Notice at the top of the first page, and it will 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

- The information on the custodial parent and child(ren) contained on the NMSN must **not** be shared with the employee.
- The NMSN must **not** be placed in the employee's file unless identifying information for the child and custodial parent has been redacted.
- If the employee has questions concerning the coverage requirements and plan choice, please refer the employee to the issuing agency.

### Coverage changes

- Special eligibility situation rules do not apply to NMSNs. Subscribers may not make changes to their benefits other than those specified in the NMSN, which PEBA will determine.
- 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 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. This ensures the privacy of the NMSN dependent(s).

### 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.