

To: City of Menasha Plan Eligible Employees,
Retirees & COBRA Participants

Subject: Compliance Notifications

Date: October 10, 2014

City of Menasha is providing you with the following memo to ensure you are aware of federal notice regulations as they relate to your group health plan. We have posted on our intranet (http://www.cityofmenasha-wi.gov/content/intranet/Human_Resource_Forms.php) the new health care reform notices, the initial benefits notices that are typically sent upon new employment, as well as, the required annual notices. These notices are intended to notify you of your rights and may not address all regulations in detail.

Please share this information with your dependents and/or plan beneficiaries. Included below is a listing of the notices with a brief description of each:

The link will include the following:

- CHIP/CHIPRA – two required notices. Notice that outlines when eligible employees or dependents that are eligible but not enrolled, will be permitted to enroll if they lose eligibility for Medicaid or CHIP coverage or become eligible for a premium assistance subsidy under Medicaid or CHIP. Second notice outlines the contact information where employees may inquire about CHIP.
- General Notice of COBRA Continuation Coverage Rights - Notice to covered employees, covered spouses, and covered dependents of the right to purchase temporary extension of group health coverage when coverage is lost due to a qualifying event.
- FMLA - Notice explaining the Family and Medical Leave Act.
- Non-Grandfathered Plan (see notices below)
 - Plan Status – This notice indicates whether or not the plan is Grandfathered.
 - Dependent Coverage to age 26 – Provides an overview of age guidelines for adult dependents. Please note that state laws may also be applicable.
 - Non-Grandfathered Health Plans – Based on reform, if your plan is non-grandfathered, the notice outlines some of the consumer protections of the health care reform law.
- Health Insurance Marketplace Coverage Options - Notice explaining the availability of insurance coverage through the Health Insurance Marketplace (Exchange).
- HIPAA Privacy Notice - Notice of Privacy Practices and an explanation of your privacy rights.
- HIPAA Portability Rights and Special Enrollment Rights - The Notice of Special Enrollment Rights outlines your right to join the plan at a future date if you should lose coverage due to a qualifying event.
- Medicare Part D Notice (Individual Creditable Coverage Disclosure Notice Language) – by October 15th each year. Provided to active and retired employees and to Medicare Part D eligible individuals. This creditable coverage notice alerts

- you as to whether or not your prescription drug coverage is comparable to the Medicare Part D coverage.
- Newborns' and Mothers' Health Protection Act - Notice regarding hospital stays in conjunction with maternity.
 - USERRA - Notice of rights, benefits and obligations of persons entitled to USERRA.
 - Women's Health and Cancer Rights Act - Notice of the availability of benefits for the required coverage and information on how to obtain a detailed description.

If you have any questions regarding the notices or if you would like to receive a paper copy of the notices, please contact Michael Brunn mbrunn@ci.menasha.wi.us at (920) 967-3604 and the notices will be provided to you free of charge.