



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

Subject: Compliance Notifications

Date: October 15, 2012

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 will post 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 feel free to request a copy mailed to your home for you and your dependents from Michael A. Brunn HR Specialist 967-3604 mbrunn@ci.menasha.wi.us
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:

Required Notices due to Patient Protection and Affordable Care Act (PPACA):

- Notice on Lifetime Limits No Longer Applying and Enrollment Opportunity
 - The regulation released prohibits the use of lifetime limits in all health plans and insurance policies issued or renewed on or after September 23, 2010. This notice explains this elimination of the lifetime maximums.
- Notice of Opportunity to Enroll in Connection with Extension of Dependent Coverage to Age 26
 - The Patient Protection and Affordable Care Act (PPACA), as amended by the Health Care and Education Reconciliation Act (the Reconciliation Act), provided that health plans and issuers that offer dependent coverage to children on their parents' plans must make the coverage available until the adult child reaches the age of 26.
- Grandfathered Notice
 - Based on reform, if your plan is grandfathered, you must be informed that your plan is not subject to some of the consumer protections of the health care reform law. Our plan is not grandfathered, but does have creditable coverage.
- Early Retiree Reinsurance Program (ERRP) – This notice informs plan participants that your employer has applied for and will be receiving reimbursement for a portion of the cost of health benefits for early retirees and early retirees' spouses, surviving spouses, and dependents.

Other notices: in place prior to PPACA.

- USERRA - Notice of rights, benefits and obligations of persons entitled to USERRA.
- Medicare Part D Notice – 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.
- Michelle's Law - Notice describing available continuation of coverage for a college student taking a medically necessary leave of absence, or changing to part-time student status due to a medical condition, as certified by a physician.
- FMLA - Notice explaining the Family and Medical Leave Act.
- 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.
- HIPAA Privacy Notice - Notice of Privacy Practices and an explanation of your privacy rights.
- HIPAA 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.
- COBRA General Notice - 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.
- Newborns' and Mothers' Health Protection Act - Notice regarding hospital stays in conjunction with maternity.
- Mandatory Social Security Number Reporting Requirement - Federal Law now requires your health plan to report Social Security Numbers (SSNs) for all covered dependents to the Centers for Medicare and Medicaid Services.

If you have any questions, please do not hesitate to contact Mike Brunn 967-3604
mbrunn@ci.menasha.wi.us .