



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Group Administrator Memo #05-04**

---

**To:** TLC Group Benefits Administrators

**From:** Mary P. Habel, Director  
State and Local Health Benefits Programs

**Date:** July 21, 2005

**Re:** •Revised HIPAA Certificate of Creditable Coverage

---

The U.S. Department of Labor has revised the Model Certificate for HIPAA Certificates of Creditable Coverage. In accordance with these changes a new certificate format has been developed for The Local Choice groups and is available on the TLC Web site at [www.thelocalchoice.virginia.gov](http://www.thelocalchoice.virginia.gov) under Forms. Please begin using this new form immediately.

You should furnish a HIPAA Certificate of Group Health Plan Coverage to every terminating plan participant, including employees and dependents, immediately upon termination of their health coverage. Note the instructions on the form for more details.

This memo is being sent electronically to those TLC groups for whom we have e-mail addresses and will be mailed to all groups. If you prefer an electronic copy to avoid retyping the materials, a version in Word will be available soon on the Web site. For questions or concerns, contact Walt Norman at [walter.norman@dhrm.virginia.gov](mailto:walter.norman@dhrm.virginia.gov).