



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

Group Administrator Memo #11-02

To: TLC Group Administrators
From: State and Local Health Benefits Programs
Date: January 31, 2011
Re: Women's Health and Cancer Rights Notice

Health plans are required annually to furnish employees with a Notice of Women's Health and Cancer Rights. Each Open Enrollment packet ordered by The Local Choice member groups will have the notice inserted.

Attached is an electronic copy of the notice for those groups that do not order an Open Enrollment packet this year. If you do not plan to order a packet, it is your responsibility to make copies of the notice and distribute it to your employees.

Thank you for your cooperation. Please address any questions about this requirement or the notice to Walt Norman, TLC Program Manager, at (804) 786-6460 or by e-mail at walter.norman@dhrm.virginia.gov. Also see the Department of Labor's Frequently Asked Questions at http://www.dol.gov/ebsa/faqs/faq_consumer_womenshealth.html.

Enclosure