



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

Group Administrator Memo #12-02

To: TLC Group Administrators
From: State and Local Health Benefits Programs
Date: July 9, 2012
Re: 2012-13 Creditable Coverage Disclosure

Every year at this time, employers are required to electronically file an annual Creditable Coverage Disclosure with the Centers for Medicare and Medicaid Services (CMS). **CMS requires that all employers file this form electronically each year within 60 days of the end of the plan year (by 8/31/2012 for Government groups or by 11/30/12 for certain School groups).**

Instructions and detailed guidance on how to comply can be found on the CMS web site at: <http://www.cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/index.html?redirect=/creditablecoverage/>

You may also find it useful to review our instructions from last year. They can be found in Group Administrator Memo #11-06 at: http://www.thelocalchoice.virginia.gov/communications/memos/2011/Memo11_05.pdf

Another annual requirement from CMS is that you send correspondence to your employees informing them that you plan has Creditable coverage for prescription drugs. We sent Group Administrator Memo # 11-06 on September 15, 2011 with a sample letter. In order to complete this year's notification to CMS, you must provide the date on which this communication was sent. If you don't list a date between September 15, 2011 and October 15, 2011, CMS will not accept your disclosure. Our memo can be found at: http://www.thelocalchoice.virginia.gov/communications/memos/2011/Memo11_06.pdf

Should you have questions, please feel free to contact Walter E. Norman, TLC Program Manager at (804) 786-6460 or via e-mail at walter.norman@dhrm.virginia.gov.