



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

Group Administrator Memo #16-04

To: TLC Group Benefits Administrators
From: State and Local Health Benefits Programs
Date: September 26, 2016
Re: 2016-17 Annual Creditable Coverage Notice

Under Medicare Part D regulations, all employer health plans offering prescription drug coverage are required to send plan participants an annual Notice of Creditable Coverage that discloses whether employer provided coverage is creditable, regardless of whether the coverage is primary or secondary to Medicare. If possible you should distribute this information in September but please note that the deadline for distribution this year is October 15, 2016.

The attached Notice of Creditable Coverage (“Important Notice from The Local Choice Health Benefits Program About Your Prescription Drug Coverage and Medicare”) is provided to help you fulfill the requirement of the Medicare Modernization Act of 2003 to notify all Medicare-eligible health plan participants of their rights and responsibilities related to Medicare Part D. Please prepare the attached Model Notice on your letterhead and distribute as you would any Open Enrollment material. It should be provided to all active employees and retirees not eligible for Medicare participating in the health plan. Be sure to note the **red font** information and replace with your information. You should then delete the color font before printing and distributing.

Important: Remember the date you send this information. You will be asked for the date by CMS when you electronically file your Annual Notice of Creditable Coverage with them in 2017.

Should you have questions or concerns, contact Walt Norman, TLC Program Manager, by e-mail at walter.norman@dhrm.virginia.gov or by phone at (804) 786-6460.