



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

**Group Administrator Memo #07-03**

---

**To:** Group Benefits Administrators  
**From:** Mary P. Habel, Director  
State and Local Health Benefits Programs  
**Date:** August 23, 2007  
**Re:** 2007-08 Creditable Coverage Disclosure

---

Enclosed you will find guidance in filing your Creditable Coverage Notice 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 8/31/2007 or 11/30/07 for certain school groups). This is the 2007-08 filing comparable to the filing required last year and outlined in our Group Administrator Memo #06-04 dated 7/31/2006. This memo can be found at <http://www.thelocalchoice.state.va.us/policiesandproc/memos/memolist.htm>.

The current year's CMS on-line Creditable Coverage Disclosure form is available at [https://www.cms.hhs.gov/CreditableCoverage/45\\_CCDisclosureForm.asp](https://www.cms.hhs.gov/CreditableCoverage/45_CCDisclosureForm.asp). Additional detailed guidance is available by clicking on the links found on the left side of the Disclosure Form.

Key points to consider when completing the form include:

- Your Group is the Entity Offering Coverage, therefore your group name, address, phone number and Federal ID number must be listed.
- Under type of coverage, TLC groups are considered Group Health Plan - Local Government.
- How many Prescription Drug Options are offered refers to the number of plans your group offers to active employees. Key Advantage Expanded, Key Advantage 200, Key Advantage 300, Key Advantage 500 and Kaiser are each considered one (1) option. For example, if your group offers Key Advantage Expanded and Key Advantage 500, you would list two (2) in this section.
- All TLC plans are Creditable.

- Plan Year references are to the current fiscal year and would be 07/01/2007 through 06/30/2008 for government groups. Certain School Group plan years may be 10/1/2007 through 9/30/2008.
- You must next estimate the number of Medicare Part D eligible individuals you expect to be covered under the plans. This is the number of covered employees and dependents that are over age 65, disabled, or Medicare Eligible.
- There should be no one covered under a Union Retiree Group Health plan.
- On 11/03/2006, we sent you Numbered Memo 06-05 asking that you send a creditable coverage letter to your participants. You must complete the form to indicate when you sent that letter.
- Since this relates to your 2006-07 Disclosure this filing would not be a change.
- Finally, your Executive's name, Title and e-mail address should be listed and the date you submit the form completed. It is required that you file by 8/31/2007 (or 11/30/07 for certain school groups).

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](mailto:walter.norman@dhrm.virginia.gov).

Enclosures