



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

Group Administrator Memo #07-04

To: TLC Group Benefits Administrators
From: Mary P. Habel, Director
State and Local Health Benefits Programs
Date: October 23, 2007
Re: Creditable Coverage Notice on Medicare Part D

Under Medicare Part D regulations, all plans offering prescription drug coverage are required to send 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.

The attached Notice of Creditable Coverage (“Important Notice from The Local Choice Health Benefits Program About Your Prescription Drug Coverage and Medicare”) is being provided to 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 and distribute this notice as you would any Open Enrollment materials. Be sure to fill in the date on page 1 and contact information on page 2, and place on your employer letterhead. Since we have no way of knowing which active employees and dependents are eligible for Medicare, a notice must be provided to all covered employees before November 15, 2007.

Both this memo and the attached notice are being sent electronically and also by mail to those who haven’t provided us with an e-mail address. Should you have questions or concerns, contact Walt Norman, TLC Program Manager, by e-mail at walter.norman@dhrm.virginia.gov or at (804) 786-6460.

Thank you for your assistance in complying with this federal requirement.