



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

Group Administrator Memo #21-02

To: TLC Group Benefits Administrators
From: State and Local Health Benefits Programs
Date: July 29, 2021
Re: Creditable Coverage Disclosure UPDATE

NOTE: THIS IS AN UPDATE.

CMS RECENTLY UPDATED THEIR LINK TO THE DISCLOSURE, SO PLEASE USE THE LINK BELOW.

The Centers for Medicare and Medicaid Services (CMS) requires that all employers electronically file an annual Creditable Coverage Disclosure each year within 60 days of the end of the plan year (**by 8/31/2021 for July renewals or 11/30/2021 for October renewals**).

Since this Disclosure is submitted directly to CMS, TLC does not have a record if or when your agency completed this in the past.

The current year's guidance and form are available at:

CENTERS FOR MEDICARE & MEDICAID SERVICES

Creditable Coverage Disclosure to CMS Form (guidance and instructions can be found here as well):

<https://www.cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/CCDisclosureForm>

It is now called a *Survey* and does not ask as many questions as in the past.

The following information will help you complete the form.

Enter Disclosure Information

- Your Group is the Entity Offering Coverage, therefore your group name, address, phone number and Federal ID number must be listed under **Entity/Plan Sponsor Information**.
- Under type of coverage, TLC groups are considered Group Health Plan – Local Government and should be noted in the **Coverage Type** section.
- All Options offered are Creditable.
- You should complete the final item with your Entity's Authorized Individual's Name, Title and Email address.
- We suggest you keep a pdf copy of your submission for your files.