

National Medical Support Notice

California Child Support Services

Fact Sheet

Employer Checklist for Health Insurance Coverage

Employers are our partners in the child support program and play a vital role to ensure that children receive health insurance at a reasonable cost, if available.

To process the National Medical Support Notice (NMSN), the employer needs to submit the following information:

- **Within 10 days of the date on the NMSN, provide the employee with a copy of the NMSN and copy of the Statement of Employee's Rights.**
- **Within 20 days of the date on the NMSN, return Part A (Employer Response) to the issuing child support agency or party.**
- **Within 20 days of receiving the NMSN, provide the health insurance company with the instructions to enroll the child(ren).**
- **Within 40 days of receiving the NMSN, provide the child support agency with a description and/or summary of coverage.**

Please provide the issuing child support agency with the health insurance information form once the child(ren) have been enrolled. The child support agency can be contacted at (866) 901-3212.

The National Medical Support Notice (NMSN) is provided to employers when the Income Withholding Order (IWO) has been issued. A NMSN requires child(ren) to be enrolled in the health insurance, even if the employee has declined.

This allows employers to enroll in the following types of insurance coverage:

⇒ Medical

⇒ Dental

⇒ Vision Care

⇒ Prescriptions

⇒ Mental Health

For additional information visit:

Employer Resource Center at: <https://dcss.ca.gov/employer-resource/>
or <https://www.acf.hhs.gov/css/resource/medical-support-for-employers#nmsn>

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