

National Medical Support Notice

California Child Support Services

Fact Sheet

Employer Checklist for Health Insurance Coverage

The National Medical Support Notice (NMSN) is provided to an employer when an Income Withholding Order (IWO) has been issued on behalf of an employee or independent contractor. If health insurance is available, the NMSN requires dependents to be enrolled. Health insurance coverage may include, but is not limited to, medical, dental, vision, prescription drug, and mental health.

To process the NMSN, complete the following steps:

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

Complete and return the Plan Administrator Response or Health Insurance Information form to the issuing child support agency once the dependents have been enrolled. For any questions, contact the child support agency at: (866) 901-3212.

The NMSN may require that dependents be enrolled in the following types of coverage:

- Medical
- Dental
- Vision Care
- Prescription
- Mental Health

Important Considerations:

If the employee is eligible, dependent coverage is mandatory, even if the employee declines coverage for themselves.

Medical insurance enrollment has priority over all other insurance coverage.

For additional information visit:

[Employer Resource Center Health Insurance section](#) or the [Federal Office of Child Support Medical Support section](#)