

# MONROE PUBLIC SCHOOLS

**Annual Required Notices – Require your attention – Please visit [www.monroeps.org](http://www.monroeps.org) (click on dept, click on HR, click on Annual Notices Required by DOL, ACA, HIPPA) to read the notices in their entirety. Below is a brief description of each form.**

- **Chip Model Notice:** If your group health plan covers residents in a state that provides a premium subsidy, you must send an annual notice about the available assistance to all employees residing in that state. This document notifies employees who lose Medicaid or Chip eligibility or who become eligible for state premium subsidy of special plan and enrollment rights
- **Health Exchange Availability Notice:** Must provide this notice within 14 days of hire date for all new employees. This document notifies exchange existence and summarize exchange services: explain tax credit and cost-sharing on exchange; alert about losing employer plan; provide exchange contact information.
- **HIPPAA Notice of Privacy Practices** – Must provide this notice when an employee enrolls, upon request and within 60 days of a material revision to the notice. At least once every three years, participants must be notified about the availability of the Notice of Privacy Practices. This document describes rights, terms and conditions relating to creation, storage and use of personal health information (PHI); no to send separately to spouses or dependents; can provide electronically or in enrollment materials.
- **HIPPA Notice of Special Enrollment Rights** – Must be provided at or before the time an employee is initially offered the opportunity to enroll in the group health plan. (you must insert your information in the highlighted sections)
- **Newborns’ and Mother’s Health Protection Act Notice** - Must provide upon plan enrollment; annually thereafter. Must be provided to all enrolled in the health plan.
- **Women’s Health & Cancer Rights Act (WHCRA) Notice** – Must provide upon plan enrollment; annually thereafter. Must be provided to all enrolled in the health plan.