

**Subject: Action Required: CHIP Notice Distribution**

Hello,

Employers are now required by law to distribute a notice to inform employees about Medicaid and the Children's Health Insurance Program (CHIP), known as Iowa's Hawk-I program. The form you need to distribute to employees is attached to this email.

As your group health insurance service provider, we want to offer our assistance in distributing this notice. Notices may be:

- Distributed either by first-class mail or electronically, and
- Distributed with other plan/employer materials (such as benefits information or employee announcements).

**Going forward, this notice must be distributed by the first day of your group's plan year.** If your group's effective date was in March or April of this year, you have until May 1, 2010, to distribute the notice.

This notice must be distributed each year, prior to the start of your group's plan year.

To read more about the Children's Health Insurance Program Reauthorization Act which requires this notice, visit <http://www.dol.gov/federalregister/HtmlDisplay.aspx?DocId=23521&AgencyId=8&DocumentType=3>

If you have questions about this notice or would like assistance distributing this to employees, please call us.

Thank you,