



## e-Alert – DOL Releases Updated Model CHIP Notice

### Background

The Department of Labor (DOL) has released an updated Children’s Health Insurance Program (CHIP) model notice for employers, who must provide this notice to their employees. Updated twice a year, this notice describes eligibility for assistance under Medicaid or CHIP, includes contact information for state agencies, and explains how to apply for premium assistance. The notice can be downloaded [here](#).

### What employers need to know

Employers that provide health insurance in states with premium assistance from Medicaid or CHIP must furnish employees with this notice **annually, before the start of the benefit plan year**. They can distribute this notice independently or concurrently with other materials that notify employees of their health plan eligibility, materials connected to open enrollment, or with a Summary Plan Description (SPD).

### Next steps for employers

- Make sure you have the most up-to-date notice available and provide it to your employees before the start of the benefits plan year.
- Our current ADP Workforce Now Payroll clients do not have to take any action as we will update these forms on your portal automatically.
- If you are a Payroll client using the ADP RUN system, you will need to continue to use paper forms, and we will update your paper new hire kits on the ShareFile portal.

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