IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT _____

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CASE NO. _____

NOTICE TO EMPLOYER
RE: CHILDREN'S MEDICAL INSURANCE

To: _____
Employer

_____
Address

_____

The court has ordered your employee, _____,
to purchase health insurance for the children listed on page one of the attached child support
order. The medical support order is on page four of the order.

Alaska Statute 25.27.063 requires the court to send a copy of the medical support order to you if
your employee is eligible for family health care coverage through his/her employment. That
statute also requires the following:

1.   You must allow the employee named in the order to enroll the child(ren) under the family
      coverage without regard to restrictions relating to enrollment periods if the child(ren) are
      otherwise eligible and not already enrolled.

2.   If the employee fails to apply for enrollment of a child named in the attached order, you
      must enroll the child under the employee's family coverage upon application by the
      child's other parent or custodian, the Child Support Enforcement Services (CSSD), or
      the Department of Health and Social Services.

3.   You may not disenroll or eliminate coverage of a child while the employee is still
      employed by you unless you eliminate family health coverage for all your employees or
      you receive written evidence that
      a.   the employee is no longer required by court order or administrative order to
            provide the child's insurance coverage; or
      b.   the child is or will be enrolled in comparable health coverage through another
            insurer that will take effect not later than the effective date of the disenrollment or
            elimination of coverage.

4.   You must withhold from the employee's compensation the employee's share, if any, of
      premiums for health coverage to the extent permitted under 15 U.S.C. 1673(b)
      (Consumer Credit Protection Act) and pay the withheld amount to the appropriate
      insurer. If federal regulations allow you to withhold less than the employee's share of the
      insurance premium, you may withhold the lesser amount and pay it to the appropriate
      insurer.

_____   _____
          Date   Judge/Clerk/Deputy Clerk
Distribution: 1. Employer   2. Court File   3. Employee   4. Other Parent   5. CSSD

DR-330 (3/12)(cs)
NOTICE TO EMPLOYER Re: CHILDREN'S MEDICAL INSURANCE   AS 25.27.063