



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

October 5, 2021

Dear Client:

Your employer has been identified as a potential offeror of health and prescription benefits to its employees. MADAP requires this information to determine if you are eligible for MADAP Plus to pay for your health insurance benefits. Please have your HR department send a letter on the company's letterhead with a signature and contact information for a HR representative indicating the following:

- Whether or not health and prescription benefits are offered to employees

**If health and prescription benefits are offered to employees, please provide all of the following additional information in the letter:**

- If the employee will be responsible for 50% or more of the cost of coverage
- What the company's beginning and ending dates for open enrollment are
- A breakdown of insurance benefits offered to employees

This information is vital as it contains important information regarding co-pays, deductibles, and contact information for your insurance carrier. The HR department representative should send the letter to us via email at: [csopen\\_enrollment@maryland.gov](mailto:csopen_enrollment@maryland.gov), fax at 410-244-8696, or they may mail it to the address below:

**Maryland Department of Health**  
500 N. Calvert Street, 5<sup>th</sup> Floor  
Baltimore, MD 21202  
Fax: (410) 333-2608  
[client.services@maryland.gov](mailto:client.services@maryland.gov)

If the requested information is not received within 45 days from the date of this letter, the processing of your prescriptions at the pharmacy and the payment of your health insurance benefits may be impacted. If you have any questions or need further assistance, please call 410-767-6535 or email: [csopen\\_enrollment@maryland.gov](mailto:csopen_enrollment@maryland.gov).

Sincerely,

Insurance specialist  
Client Services