

# **HEALTH BENEFITS E-NEWS EXTRA**

*Department of Human Resource  
Management  
Office of Health Benefits*

*February 3, 2016*

## **Additional Information on the Certification Form Due Monday, February 8**

The Office of Health Benefits (OHB) has received a number of questions on the Certification Form sent yesterday to Benefits Administrators and Managers for completion by Monday. Please note that there were three communications sent on February 2 relating to Affordable Care Act (ACA) requirements. Here is who received the separate pieces:

- **Agency Heads:** An email from DHRM Director Sara R. Wilson on the agreement that must be signed by each agency so that DHRM can provide information to the IRS. A signed agreement should be sent to Kathryn Brooks at [kathryn.brooks@dhrm.virginia.gov](mailto:kathryn.brooks@dhrm.virginia.gov).
- **Human Resource Directors:** Deadlines and instructions on receiving the certification form, agreement and completing a survey on contingent workers. For questions on how to count employees, please contact your Human Resource Consultant or send an email to [policy@dhrm.virginia.gov](mailto:policy@dhrm.virginia.gov).
- **Benefits Administrators and Managers:** The certification form for full-time employee and total employee counts. The form comes to OHB and is kept in files at DHRM.
  - This fillable form must be emailed to OHB at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov). We cannot accept a fax of this document.
  - The instructions included on the form relate to how to fill out the form. Please send any questions related to how to count employees to the Policy mailbox above. Agency counts in BES cannot be used.
  - You should report information by your **3-digit Agency Code** only. It is not necessary for the agency to complete the Group or Subdivision fields.

As we stated earlier, please return the completed certification form no later than **Monday, February 8, 2016** by email only to OHB [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).

**Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).**