

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

*February 7, 2019*

## **Mailing of IRS 1095 Forms to Health Plan Participants**

IRS 1095 forms for 2018 required under the Affordable Care Act (ACA) were mailed to health plan participants on January 31, 2019. If you are notified by an employee that their 1095 form is not received by the middle of February, please contact [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov) for a duplicate form.

The U.S. Postal Service will send returned 1095 forms to the mailing house for the Department of Human Resource Management (DHRM) Office of Health Benefits, and they will be forwarded to the appropriate agency Benefits Administrator. It is the responsibility of the Benefits Administrator to forward the returned forms to the intended recipient whenever possible. Returned 1095 forms that cannot be forwarded should be sent unopened to DHRM at the Office of Health Benefits, 101 N. 14th Street, 13th Floor, Richmond, VA 23219.

Forms sent to DHRM should be packaged securely to ensure confidentiality of HIPAA-protected information. BES-ACA-Reconciliation Report-nnnnn-01112019.csv is now in your HuRMan folder. It reflects changes submitted in December and printed on the 1095s. If a correction is required, please contact [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov) immediately.

## **Health Benefits Administration Course Added**

### ***Health Benefits Administration – Active Employee Module***

This two-day course is designed for agency human resources professionals, health benefit administrators and payroll employees whose job responsibilities require specific and detailed knowledge of the state's health benefits programs for Active Employees. The course provides a review of the policies and procedures for the Active State Health Benefits and the Flexible Benefits Program. It also provides an overview of the Benefits Eligibility System (BES).

#### **Dates and Locations:**

April 15 - 16, 2019  
8:30 am – 4:00 pm  
The POD: James Monroe Building  
6th Floor, 101 N. 14th Street, Richmond, VA 23219  
**Instructor: Kevin M. Johnson**

***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)***