

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

*Department of Human Resource  
Management  
Office of Health Benefits*

*October 3, 2019*

## **Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2019**

DHRM relies on the information provided by you and stored in the Benefits Eligibility System (BES) to file required reports that comply with the ACA employer mandate to report health care coverage offered to eligible participants and dependents. Important deadlines are approaching for the 2019 ACA Reporting. This is the first communication of several you will receive – one will be sent prior to each deadline.

### **Deadline 1: First BES ACA Reconciliation Due By October 31, 2019**

The first BES ACA Reconciliation Report is in your HuRMan folder now. It includes records associated with your group for the period January – October.

It is important that this report be reviewed and reconciled by **October 31, 2019**. The [How to Access HuRMan](#) document provides login assistance.

- Review the report to make sure it reflects an accurate FEIN, SSN, Class Code and Offer Code for each participant associated with your group during the calendar year 2019. Remember all participants for 2019 must have a record on the report showing they were waived or enrolled in non-Medicare coverage offered by your group. ACA reporting does not include months in which a participant is enrolled in a Medicare plan.
- The [BES ACA Reconciliation Report Codes and Samples](#) document is helpful in understanding the codes used on the report. Keep in mind the report dated October 2, 2019 includes transactions keyed through September 30, 2019. This means BES transactions keyed after September 30, 2019 will not appear on this report, but will appear on the second BES ACA Reconciliation Report published in December. To be sure transactions submitted after September 30, 2019 have been handled, check your BES Turnaround Documents.
- Submit the [ACA Reconciliation Form](#) marked CHANGE so BES can be updated when you find a participant record on the report that is not accurate.
- Submit the [ACA Reconciliation Form](#) marked ADDITION when your find a participant record is missing from the report.
- If this reconciliation report is accurate, there is no action necessary at this time.

### **Deadline 2: Second BES ACA Reconciliation Due By December 13, 2019**

The second BES ACA Reconciliation Report will include participant records associated with your group for the period January – December of 2019. It will include changes or additions submitted from the first ACA reconciliation. A communication when this report is available will be sent prior to the deadline.

### **Deadline 3: On-line ACA Certification Due by January 6, 2020**

The annual, on-line ACA Certification will be available in December. Exact dates will be announced in a future communication. This certification requires that you verify employer information and enter the number of full-time employees by FEIN for each month of 2019 using the ACA definitions published by IRS. You may use this link for IRS guidance:

<https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer>.

#### **Things you can do to manage ACA information in BES throughout the year:**

- Be sure to collect an enrollment form from all new hires that are eligible for coverage – those that choose to waive coverage and those that choose to enroll. Be sure it includes the hire date and classification. The hire date is used to create the WP record.
- Be sure to term records for employees that waived coverage when they are no longer eligible for coverage.
- Review the reports posted to your HuRman folder to be sure information in BES is accurate.

- **BES Enrollment Reports:** Available on the 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> of each month

One report shows participants and the other shows corresponding covered dependents entered in BES for your group.

The reports posted on the 3<sup>rd</sup>, 10<sup>th</sup>, and the 17<sup>th</sup> show records effective the first of that month. The report posted on the 24<sup>th</sup> shows records effective the first of the next month. For example, the reports posted on September 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup> show records effective September 1 and the report posted on September 24<sup>th</sup> shows records effective October 1.

- **BES Exception Report:** Available on the 3<sup>rd</sup> of each month

This report shows discrepancies found in BES that need attention.

For example, records with system-generated social security numbers (SSNs) that require follow-up are on this report. A Numbered Memo dated September 14, 2015 provides information on documenting your attempts to collect a valid SSN or Taxpayer Identification Number (TIN).

Thank you for your attention and assistance in this major ACA reporting requirement. If you have questions, please contact [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)***