

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

October 30, 2015

Additional Request for Compliance with the Affordable Care Act (ACA) Employer Reporting Mandate

In June 2015, DHRM communicated to you that our agency will file the necessary forms in early 2016 to comply with the Affordable Care Act (ACA) employer mandate to report health care coverage to employees and the Internal Revenue Service (IRS). We will provide this service to employers participating in the State Health Benefits Program during all twelve months of calendar year 2015. DHRM will rely on the information in the Benefits Eligibility System (BES) provided by participating employers to file the IRS reports.

It is essential that all information in BES is accurate. To help you reconcile your agency's BES data, the following reports are available in your HuRMan folder:

- *BES ACA Reconciliation Report:* Monthly report of calendar year records in BES for your group. Make sure each employee listed reflects an accurate record of coverage offered. Instructions, sample reports, and correction forms are attached. **This is a new report and will be available the first week of November. You are requested to review and reconcile January – September 2015 records by November 16, 2015.**
- *BES Enrollment Report:* Weekly reports of total membership in BES for your group - one report shows participants and the other shows corresponding covered dependents. It is available on the 3rd, 10th, 17th and 24th of each month. The reports posted on the 3rd, 10th, and 17th list the membership in BES in effect the first of that month. The report posted on the 24th lists the membership in BES in effect the first of the next month. For example, the reports posted on April 3rd, 10th, and 17th show membership in effect April 1 and the report posted on April 24th shows membership in effect May 1.
- *BES Exception Report:* Monthly report listing discrepancies found in BES that need attention. Note: system-generated SSNs that require follow-up are on this report.

Please pay special attention to communications relating to this major ACA reporting requirement. All communications are posted on the DHRM Website. The following ones are specific to ACA reporting:

- ENews dated [June 9, 2015](#) - Compliance with the Affordable Care Act (ACA) Employer Mandate
- Numbered Memo [15-05 - 9/14/15](#) – Affordable Care Act (ACA) SSN Reporting

Thank you for your assistance in confirming the accuracy of your agency's information in BES. If you have questions, please contact 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.