

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

December 4, 2019

Affordable Care Act (ACA) Reporting Update: Second Deadline for Calendar Year 2019

Deadline 2: Second BES ACA Reconciliation Due By December 17, 2019

The second BES ACA Reconciliation Report includes records associated with your group for the period January – December, and is available in your HuRMan folder. It includes changes or additions submitted from the first ACA reconciliation.

It is important that this report be reviewed and reconciled by **December 17, 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.
- 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 3: Online ACA Certification Due by January 6, 2020

The annual, online ACA Certification will be available later this month. 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 3rd, 10th, 17th and 24th 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 3rd, 10th, and the 17th show records effective the first of that month. The report posted on the 24th shows records effective the first of the next month. For example, the reports posted on September 3rd, 10th, and 17th show records effective September 1 and the report posted on September 24th shows records effective October 1.

- BES Exception Report: Available on the 3rd 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.

Thank you for your attention and assistance in this major ACA reporting requirement. 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