

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

*Department of Human Resource  
Management  
Office of Health Benefits*

*October 21, 2021*

## **Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2021**

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 2021 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 November 10, 2021**

The first BES ACA Reconciliation Report is in your HuRMan folder now. It includes records associated with Cardinal Release 1 (R1) agencies for the period January – September and Release (R2) agencies for the period January - October.

R1 agencies should note the following:

- The BES ACA Reconciliation Report in your HuRMan folder includes records for the period January – September 15.
- R1 agencies should run and review the Cardinal ACA Reconciliation Report that includes records for the period January - October.

It is important that the ACA Reconciliation Report is reviewed and reconciled by **November 10, 2021**. The [How to Access HuRMan Reports](#) document provides login assistance to access the BES ACA Reconciliation Report.

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 2021. Remember all participants for 2021 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 – Cardinal ACA Reconciliation Report Codes and Samples](#) document is helpful in understanding the codes used on the report. Keep in mind the BES ACA Reconciliation Report dated October 10, 2021 includes transactions keyed through September 15, 2021 for R1 agencies and through October 5, 2021 for R2 agencies. This means BES transactions keyed after September 15, 2021 for R1 agencies and after October 5, 2021 for R2 agencies will not appear on this report.
- R1 agencies should submit a ticket to [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with Cardinal in the subject line so Cardinal can be updated when you find a participant record on the report that is not accurate.
- R2 agencies should 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.

- R2 agencies should submit the [ACA Reconciliation Form](#) marked ADDITION when you find a participant record is missing from the report.
- If the reconciliation report is accurate, there is no action necessary at this time.

### **Deadline 2: Second BES ACA Reconciliation Due By December 13, 2021**

R1 agencies can run and review the Cardinal ACA Reconciliation Report at any point. The second BES ACA Reconciliation Report for R2 agencies will include participant records associated with your group for the period January – December of 2021. It will include changes or additions submitted from the first ACA reconciliation. A communication when this BES report is available will be sent prior to the deadline.

### **Deadline 3: On-line ACA Certification Due by December 30, 2021**

The on-line ACA Certification in Cardinal is available to R1 agencies at any time. R2 agencies will have access to the on-line ACA Certification in Health Benefits Direct by December 1, 2021. This certification requires that you verify employer information and enter the number of full-time employees by FEIN for each month of 2021 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 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 Waiting Period (WP) record.

Be sure to term records for employees that waived coverage when they are no longer eligible for coverage.

Review reports to be sure enrollment information is accurate. R1 agencies can run reports in Cardinal at any time. R2 agencies can access reports in HuRMan.

- 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. 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 no 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).**