HEALTH BENEFITS E-NEWS

Department of Human Resource Management
Office of Health Benefits

December 8, 2016

Clarification on Affordable Care Act (ACA) Reporting for Calendar Year 2016

Questions have arisen about some of the information provided in the Health Benefits E-News on December 5, 2016 regarding ACA certification. Please see the explanations and changes below.

BES IRS Social Security Number (SSN) Comparison Report

This report helps you identify individuals in the BES database whose information does not match records at the Internal Revenue Service (IRS). When discrepancies are identified, ask the employee to provide a copy of the member's social security card. The card contains the name and SSN that directly corresponds with IRS. State agencies should key the corrections directly in BES. TLC groups use the Personal Data Change form to make corrections. You may sign the form on behalf of the employee, and keep the documentation in your file. If the employee is unable to provide the social security card, document your attempt to collect the information to resolve any discrepancies.

Accessing Secure Pass and Submitting the Annual ACA Certification

There was an error in the URL provided to you for SecurePass. Here are the corrected instructions:

1. Register for a SecurePass Account.
    a. Know your SSN, DHRM-assigned/BES ID, and date of birth. SecurePass validates the data you enter to the data on file in the DHRM BES database.
    b. Go to SecurePass (https://hurman.dhrm.virginia.gov), click 'Register' and follow the prompts. When approved, an email with a registration token is sent to you.
    c. Copy the registration token and return to SecurePass. Click 'Complete Registration' and use the token to complete your registration.

2. Register for Application Access.
    a. Login to SecurePass using your User Name and Password.
    b. Click 'Register for Application Access'.
    c. Click 'Application' and select 'ACA Certification'.
    d. Select 'Data Access: All' and click 'Submit'.
    e. Click 'Done' and wait two to three business days for an email approving access to ACA Certification.

Be sure to complete and submit the ACA certification by December 31, 2016.

If you have questions, please contact OHB@dhrm.virginia.gov if you are a state agency,or TLC@dhrm.virginia.gov if you are a TLC group.

Attachment: TLC Personal Data Change Form

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.