

# **HEALTH BENEFITS E-NEWS EXTRA**

*Department of Human Resource Management  
Office of Health Benefits*

*March 3, 2016*

## **Mailing Procedure for IRS 1095-C Forms Sent to Health Plan Participants**

IRS 1095-C Forms required under the Affordable Care Act (ACA) are being mailed to state health plan participants this week. The Office of Health Benefits has set up a process for returned mail:

- The U.S. Postal Service will send returned 1095-C forms to the State Health Benefits Program's mailing house, which will forward them to the appropriate agency Benefits Administrator.
- For terminated employees and retiree group members, Benefits Administrators should send returned 1095-C forms to DHRM at the Office of Health Benefits, 101 N. 14<sup>th</sup> Street, 13<sup>th</sup> Floor, Richmond, VA 23219.
- These pressure sealed forms contain HIPAA-protected information on both participants and dependents. It is the Benefits Administrator's responsibility to ensure confidentiality in handling. Forms sent to DHRM should be packaged securely when sent through interoffice mail or the U.S. Postal Service.

## **Health Benefits Administration Course Rescheduled for March**

The **Health Benefits Administration – Active Employees** course that was canceled for February 17 & 18 has been rescheduled to March 14 & 15, 2016. Everyone registered for the previous dates has been automatically registered for the new dates in the COVA Knowledge Center.

**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).**