

# THE LOCAL CHOICE E-NEWS

## Department of Human Resource Management State and Local Health Benefits Programs

*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 Local Choice (TLC) Health Benefits Program during all twelve months of calendar year 2015. DHRM will rely on the information in the Benefits Eligibility System (BES), DHRM's database, provided by participating employers to file the IRS reports.

It is essential that all information in BES is accurate. To help you reconcile your group'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 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> of each month. The reports posted on the 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup> list the membership in BES in effect the first of that month. The report posted on the 24<sup>th</sup> lists the membership in BES in effect the first of the next month. For example, the reports posted on April 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup> show membership in effect April 1 and the report posted on April 24<sup>th</sup> shows membership in effect May 1.
- *BES Exception Report:* Monthly report listing discrepancies found in BES that need attention. Note that missing SSNs or TINs 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 16, 2015](#) - Compliance with the Affordable Care Act (ACA) Employer Mandate
- Sequential Memo [15-03](#) – Affordable Care Act (ACA) SSN Reporting – Documentation for SSN Attempts

- ENews dated [October 9, 2015](#) – Reporting Multiple Federal Employer Identification Numbers (FEINs)

Thank you for your assistance in confirming the accuracy of your agency's information in BES. If you have questions, please contact [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov).

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov)***