

THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

January 8, 2018

Annual Affordable Care Act (ACA) Certification Is Due By January 15, 2018 – Clarification Instructions Highlighted Below

The ACA Certification is the final step in collecting information to file ACA reports for calendar year 2017. The web-based ACA Certification is now available in SecurePass and must be submitted online by January 15, 2018.

Follow these steps:

Step 1: Check group contacts report. Any group contact may submit the ACA certification for their designated BES group number (Agy/Grp/Sub). The contact submitting the certification must have a SecurePass account and access to the ACA Certification application.

Some employers have more than one BES group number. Each group number requires a separate ACA certification. DHRM will combine certifications using the same FEIN and report them to IRS as one employer. The primary employer contact on the certification with the highest counts will be reported to IRS.

A group contact may be changed; however, it takes 2-3 business days after the change is accepted for SecurePass to recognize the new contact. Use the TLC Group Data Change Form to change a group contact. To meet the ACA Certification deadline, be sure to submit a group contact change on or before January 10, 2018.

Step 2: Go to SecurePass (<https://hurman.dhrm.virginia.gov/Portal/>) and login or register an account. After you login to SecurePass, click on 'Applications' and select 'ACA Certification'.

Refer to the attached "Helpful Information About Using SecurePass" document, updated January 8, 2018 if you need assistance. You will also find 'Help' links on the SecurePass site.

Step 3: Select the group number being certified and verify the employer information.

- #1: Answer 'yes' or 'no' based on the employer's number of full-time equivalent employees. DHRM files Forms 1094C and 1095C for large employers and Forms 1094B and 1095B for small employers.
- #2: Enter the monthly count of full-time employees. **Use whole numbers.** Keep in mind that the definition of a full-time employee for health benefits and the ACA definition for full-time employee may differ. The certification needs the number of full-time employees by ACA definition. 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>
- #3: Enter the monthly count of total employees whether the employee is full-time, part-time, or hourly. **Use whole numbers.**
- Step 4: Submit the online certification by January 15, 2018 and keep a copy for your records.

You may make corrections and re-submit the certification as many times as needed prior to the deadline. The certification on file after the deadline is the certification that will be used for reporting to the IRS.

Thank you for your attention and prompt assistance in this major ACA reporting requirement. If you have questions, please contact TLC@dhrm.virginia.gov

Please do not reply to this e-mail. You may send inquiries to the TLC mailbox at tlc@dhrm.virginia.gov.