



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Group Administrator Memo #13-02**

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**To:** TLC Group Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**Date:** September 6, 2013  
**Re:** Distribution of Affordable Care Act (ACA) Health Insurance Exchange Notice

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The Affordable Care Act (ACA) requires that all employers send to all current and newly hired employees a “New Health Insurance Marketplace Coverage Options and Your Health Coverage” notice. In order to comply with the ACA, **all current employees, both those eligible and those NOT eligible for your health care plan, must receive the notice by October 1, 2013.**

**You must send this notice now and to all newly hired employees within 14 days of hire.**

You are responsible for delivering the notice to your employees. For purposes of this notification requirement, an employee is anyone defined as an employee under the Fair Labor Standards Act which includes full time and part time employees.

**This notice may be hand delivered, or mailed to employee home addresses by first class mail. In addition, the notice may be sent by email but only if you comply with the federal requirements for email notification.**

If you have questions or problems, please contact Walt Norman, TLC Program Manager at (804) 786-6460 or via e-mail at [walter.norman@dhrm.virginia.gov](mailto:walter.norman@dhrm.virginia.gov) .

Enclosures:

- Sample form with instructions for completion
- Notice of “New Health Insurance Marketplace Coverage Options and Your Health Coverage”