

# **THE LOCAL CHOICE E-NEWS**

*Department of Human Resource  
Management  
Office of Health Benefits*

*December 20, 2022*

## **Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2022**

### **Deadline 2: On-line ACA Certification Due by December 30, 2022**

The annual ACA Certification is the final step in collecting information to file ACA reports for calendar year 2022. The online ACA Certification page is available in Cardinal and must be submitted by December 30, 2022.

Any primary group contact may submit the ACA Certification for their designated group number. Some employers have more than one group number. One certification is submitted under the primary employer group for all groups that share the same employer FEIN and reported to the IRS as one employer.

Please use the Cardinal ACA Data Entry page to certify the ACA data for your agency. Navigation: Benefits > Employer Information > ACA Data Entry  
The [BN361 ACA Data Entry](#) job aid includes detailed instructions.

The certification requires that you verify employer information and enter the number of employees for each month of 2022 using the ACA definitions published by IRS. The following information is required to submit the ACA Certification for calendar year 2022:

- Monthly counts of full-time employees for the employer FEIN, by ACA definition.
- Monthly counts of total employees for the employer FEIN, by ACA definition, regardless of full-time, part-time, or hourly status.
- Contact name and phone number for the primary employer FEIN.

ACA Certification counts are based on the ACA definitions published by IRS. 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>

A primary group contact may make corrections and re-submit the certification 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

### **Things you can do to manage ACA information throughout the year**

Be sure to collect an enrollment form from all new hires that are eligible for coverage – those that choose to waive coverage and those that choose to enroll. Be sure it includes

the hire date and classification. The hire date is used to create the waiting period (WP) record.

Be sure to term records for employees that waived coverage when they are no longer eligible for coverage.

Review reports to be sure enrollment information is accurate. Reports can be run at any point.

Thank you for your attention and assistance in this major ACA reporting requirement. If you have questions, please contact [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov).

For technical or functional questions about reports or data entry in Cardinal, please submit a help desk ticket to [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include "Cardinal - ..." in the subject line with a brief summary for routing. In the email, provide detailed information about your issue (i.e., functional area, page, actions, error). Be sure to include your name, email address, and a phone number where you can be reached.

***Please do no 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).***