



THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

December 3, 2021

Affordable Care Act (ACA) Reporting Deadlines for Remainder of Calendar Year 2021

Deadline 2: Second BES ACA Reconciliation Due By December 13, 2021

The second BES ACA Reconciliation Report includes records associated with your group for the period January – December, and is available in your HuRMan folder. It includes changes or additions submitted from the first ACA reconciliation. It is important that this report be reviewed and reconciled by **December 13, 2021**. The [How to Access HuRMan Reports](#) document provides login assistance.

- Review the report to make sure it reflects an accurate FEIN, SSN, Class Code and Offer Code for each participant associated with your group during the calendar year 2021. Remember all participants for 2021 must have a record on the report showing they were waived or enrolled in non-Medicare coverage offered by your group. ACA reporting does not include months in which a participant is enrolled in a Medicare plan.
- The [BES ACA Reconciliation Report Codes and Samples](#) document is helpful in understanding the codes used on the report.
- Submit the [ACA Reconciliation Form](#) marked CHANGE so BES can be updated when you find a participant record on the report that is not accurate.
- Submit the [ACA Reconciliation Form](#) marked ADDITION when you find a participant record is missing from the report.
- If this reconciliation report is accurate, there is no action necessary at this time.

Deadline 3: On-line ACA Certification Due by December 30, 2021

The annual on-line ACA Certification is now available in SecurePass. The [SecurePass General User Job Aid for TLC](#) document provides step-by-step instructions to access or reset your password in SecurePass. This certification requires that you verify employer information and enter the number of full-time employees by FEIN for each month of 2021 using 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>

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 WP record.

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

Review the reports posted to your HuRMan folder to be sure information in BES is accurate.

- **BES Enrollment Reports:** Available on the 3rd, 10th, 17th and 24th of each month. One report shows participants and the other shows corresponding covered dependents entered in BES for your group.
- **The reports posted on the 3rd, 10th, and the 17th** show records effective the first of that month. The report posted on the 24th shows records effective the first of the next month. For example, the reports posted on September 3rd, 10th, and 17th show records effective September 1 and the report posted on September 24th shows records effective October 1.
- **BES Exception Report:** Available on the 3rd of each month. This report shows discrepancies found in BES that need attention. For example, records with system-generated social security numbers (SSNs) that require follow-up are on this report. A Numbered Memo dated [September 14, 2015](#) provides information on documenting your attempts to collect a valid SSN or Taxpayer Identification Number (TIN).

Thank you for your attention and 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 Local Choice mailbox at tlc@dhrm.virginia.gov.