



THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

December 7, 2021

Deadline 2: Second ACA Reconciliation Due By December 16, 2021

Due to missing data on the DHRM conversion file, historical information needed to populate the ACA Reconciliation Report was not in Cardinal. Cardinal has been updated and the report is now ready for your review. Thank you for your patience during this process.

The ACA Reconciliation Report includes records associated with your group for the period January – December. 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. It is important that the report is reviewed and reconciled by **December 16, 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 [Cardinal ACA Report Codes and Samples](#) document is helpful in understanding the codes used on the report.
- Submit an email to tlc@dhrm.virginia.gov when you find a participant record on the report that is not accurate, or when you find a participant record is missing from the report.
- If the 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 available in Cardinal. 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 to be sure information in Cardinal is accurate.

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.