

THE LOCAL CHOICE E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

December 17, 2021 (R1 groups)

Affordable Care Act (ACA) Reporting Update for Calendar Year 2021

Deadline 3: Online ACA Certification Due by December 30, 2021

The annual ACA Certification is the final step in collecting information to file ACA reports for calendar year 2021. The online certification form is available in Cardinal and must be submitted by December 30, 2021.

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

The certification requires that you verify employer information and enter the number of employees for each month of 2021 using the ACA definitions published by IRS. The following information is required to submit the ACA Certification for calendar year 2021:

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

ACA Certification counts are based on ACA definitions. 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 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.

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.

Please do no reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.