

THE LOCAL CHOICE E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

December 17, 2021

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 now available in SecurePass and must be submitted by December 30, 2021.

Any group contact may submit the ACA certification for their designated BES group number (Agy/Grp/Sub). The contact submitting the certification must have a SecurePass account and access to the ACA Certification application.

Some employers have more than one BES group number. Each group number requires a separate ACA certification. DHRM will combine certifications using the same FEIN and report them to IRS as one employer. The primary employer contact on the certification with the highest counts will be reported to IRS.

Follow these steps:

Step 1: Login to SecurePass to submit the ACA Certification.

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. At least one of a primary group's contacts must have a SecurePass account to submit the ACA Certification.

Step 2: Enter information into the ACA Certification online form.

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>

Step 3: Submit the ACA Certification and keep a copy for your records.

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 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).

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