

Payrollnews

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Let DMPS Help You Get Ready for the New DOL ACA Audits

Just as the first ACA reporting season comes to an end, the DOL announced that they will audit every applicable large employer for Affordable Care Act compliance. And, they've hired more auditors to meet the demand.

with your payroll services and get you prepared for the upcoming ACA reporting requirements and the audits.

Here are a few key points every applicable large employer needs to know!

EVERY Applicable Large Employer

According to the DOL, every applicable large employer will be audited by the end of 2018. Make sure you have the proper determination on whether or not your company is an applicable large employer.

DMPS can help you determine if you are an Applicable Large Employer (ALE) and if each of your employees are Full-time Equivalents (FTEs), and so much more! Be sure to take advantage of our ACA system to ensure proper compliance.

Be Prepared for the Audit

The calculations for determining a full-time equivalent status employee, and when to offer them coverage, can be a bit confusing. Everybody knows to offer coverage to eligible employees by the 90th day rule, but there's more.

The standard measurement time period is between 3 and 12

consecutive calendar months, set by the employer, used to determine each employee's ongoing full-time status. If they work 30 or more hours per week, they become eligible for coverage.

After full-time status and eligibility has been determined, a stability period of at least 6 calendar months begins, wherein the employee retains their full-time status and coverage regardless of hours worked.

The administrative period allows time for determining eligibility, to notify and enroll employees in benefit plans, and for administrative paperwork.

Avoid Fines

Fines can be upwards of \$100 per day, per participant, for not complying with the ACA - with a hefty cap of \$500,000. Let **DMPS** make sure that doesn't happen. Our ACA system will keep you on-top of all the ACA reporting and help streamline your processes for ACA notice distribution.

Employers must have proof that all ACA notices and health plan documents were distributed to employees. A blanket document is acceptable and must include what notices and documents were given to each employee, and when.



From ACA notices to health plan summaries, the DOL wants proof that employers have been meeting the requirements, including distributing specific plan documents and notices to their employees.

Audit checklists and ACA stress tests are popping up everywhere! **Data Management Payroll Services** can help you

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New EEOC Rules...

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Documents & Thresholds

The DOL wants proof in writing. Be sure to have the information about the distribution of your up-to-date Summary Plan Description (SPD), the Summary of Benefits Coverage (SBC), and the Uniform Glossary.

The SBC and the Uniform Glossary must be provided with enrollment materials to all participants and beneficiaries. Employees must also be notified of any modifications to the health plan no later than 60 days prior the date the modification will become effective.

Click here for the DOL's links and information on regulations and guidance, templates and instructions, and SBC templates and instructions **for use on or after April 1, 2017, when the documents change!**

www.tinyurl.com/SBC471

According to the ACA, your health plan must meet the Minimum Essential Coverage and Minimal Value and Affordability thresholds. If your lowest-paid employees meet the thresholds, you will meet the minimum requirements set by the ACA.

The DOL has updated COBRA notices to include information about the Health Insurance Marketplace! Be sure to update your COBRA General Notice and the Election Notice.

Click "Expand all" under the Employers tab to download the COBRA Model General Notice and the Model Election Notice, in a printable Word doc from the DOL, including the new info about the Marketplace: <https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/cobra>

At **Data Management Payroll Services**, we'll make sure you have the information you need to stay in compliance. Let us handle you payroll and your ACA needs. Contact us today to get prepared in advance - don't wait

Sources: www.dol.gov, www.tinyurl.com/SBC471, and <https://www.media-services.com/healthcare/the-basic-facts/waiting-measurement-stability-administrative-periods/>.



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