

Affordable Care Act System (ACAS): A Scenario Specific Job Aid

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How to Use This Document

This document provides scenario specific assistance for updating the ACAS database. As it would be difficult to identify every possible situation, the examples provided are offered as guidelines for documenting a variety of ACA related scenarios. They are intended to help the HR Specialist to:

- Find the type of employment or Health Benefits (HB) related event that pertains to their employee; then
 - Identify why/how/when the ACAS database should be updated to reflect the appropriate ACA related information.
1. Look in the Table of Contents for the overall description of the health benefit and/or employment status that applies to your employee.
 2. Click on the relative information to proceed to the appropriate section.
 3. Each section provides a description for:
 - a. A specific ACA Status Code,
 - b. Health Benefits (HB) events associated with that code,
 - c. Instructions for entering the correct effective date for the code, and
 - d. Examples for how that ACA Status Code should be entered on the ACAS database, based on specific employee scenarios.
 - i. To fully describe each scenario, previously required HB related events and ACAS transactions are shown, but shaded in light turquoise blue.
 - ii. The current HB events and required ACAS transactions appear in bold/italicized type.
 4. If you have any questions regarding the information provided in this job aid, please contact the SCO ACA Online Application Support Group.
 - a. Phone: (916) 322-3770
 - b. Email: acasupport@sco.ca.gov

Update Health Coverage Notice Date (HCND)

Update HCND Only

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|--|-----------------------|---------------------|------------|----------|--|--------------|--------------|-------------------|---|--|--|--|--|--|--|--|--|---------|---------------------------|-------|---|--|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | |
| N/A | <p>Health Coverage Notice Date</p> <ul style="list-style-type: none"> • ALL new employees must be provided with the Health Insurance Marketplace Coverage Options Notice within 14 days of hire. <ul style="list-style-type: none"> ○ This requirement applies whether or not the appointment is Health Benefits eligible. ○ The HCND should reflect the date the Marketplace Options Notice was provided to the employee. (Refer to CalHR PML #s 2013-30 and 2014-038.) • If an employee transfers to a new department/campus and a HCND exists in his/her ACAS record, no change is necessary. • If an employee transfers to a new department/campus and no HCND exists in his/her ACAS record, the new department/campus should enter the date they provided the Health Insurance Marketplace Coverage Options Notice to the employee. | <ul style="list-style-type: none"> • MM/DD/YYYY Format • The date the Health Insurance Marketplace Coverage Options Notice was provided to the employee • Can be keyed by itself or with an ACA Status Code update. • Once HCND is entered in ACAS, the HCND will continue to Carry Forward into all future ACA Transactions. | <p>N/A – No ACAS Transaction Effective Date Is required to key the HCND – if only the HCND is being updated.</p> <p>However, If HCND Is updated at the same time as an ACA Status Code, the ACA Status Code entry requires an appropriate Effective Date.</p> <p>NOTE: The HCND must reflect the date that the Marketplace Options Notice was provided to the employee.</p> | <p>Example:</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Eff. Date</th> <th>ACA Status</th> <th>HCN Date</th> </tr> </thead> <tbody> <tr> <td>ACAS Must Be Updated with the HCND.</td> <td>BLANK</td> <td>BLANK</td> <td>02/13/2015</td> </tr> <tr> <td colspan="4">Note: No ACAS Transaction Effective Date is needed to update only the HCND field.</td> </tr> <tr> <td colspan="4">2/13/15: The HR Office Provides the Health Insurance Marketplace Coverage Options Notice to Employee.</td> </tr> <tr> <td>The Employee’s ACA Status Code was already updated on ACAS; however, the HCND was not yet updated.</td> <td>2/10/15</td> <td>What-ever applies to emp.</td> <td>BLANK</td> </tr> <tr> <td colspan="4">2/10/15: An employee is hired – whether HB Eligible or not.</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Eff. Date | ACA Status | HCN Date | ACAS Must Be Updated with the HCND. | BLANK | BLANK | 02/13/2015 | Note: No ACAS Transaction Effective Date is needed to update only the HCND field. | | | | 2/13/15: The HR Office Provides the Health Insurance Marketplace Coverage Options Notice to Employee. | | | | The Employee’s ACA Status Code was already updated on ACAS; however, the HCND was not yet updated. | 2/10/15 | What-ever applies to emp. | BLANK | 2/10/15: An employee is hired – whether HB Eligible or not. | | | |
| ACAS Related Scenario | ACA Tran. Eff. Date | ACA Status | HCN Date | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACAS Must Be Updated with the HCND. | BLANK | BLANK | 02/13/2015 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Note: No ACAS Transaction Effective Date is needed to update only the HCND field. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/13/15: The HR Office Provides the Health Insurance Marketplace Coverage Options Notice to Employee. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Employee’s ACA Status Code was already updated on ACAS; however, the HCND was not yet updated. | 2/10/15 | What-ever applies to emp. | BLANK | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: An employee is hired – whether HB Eligible or not. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Update HCND at Same Time as ACA Status Code

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | |
|--|---|---|---|---|-----------------------|---------------------|------------|----------|--|----------------|----------------------------------|------------------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | |
| N/A | <p>Health Coverage Notice Date</p> <ul style="list-style-type: none"> ALL new employees must be provided with the Health Insurance Marketplace Coverage Options Notice within 14 days of hire. <ul style="list-style-type: none"> This requirement applies whether or not the appointment is Health Benefits eligible. The HCND should reflect the date the Marketplace Options Notice was provided to the employee. (Refer to CalHR PML #s 2013-30 and 2014-038.) If an employee transfers to a new department/campus and a HCND exists in his/her ACAS record, no change is necessary. If an employee transfers to a new department/campus and no HCND exists in his/her ACAS record, the new department/campus should enter the date they provided the Health Insurance Marketplace Coverage Options Notice to the employee. | <ul style="list-style-type: none"> MM/DD/YYYY Format The date the Health Insurance Marketplace Coverage Options Notice was provided to the employee Can be keyed by itself or with an ACA Status Code update. Once HCND is entered in ACAS, the HCND will continue to Carry Forward into all future ACA Transactions. | <p>N/A – No ACAS Transaction Effective Date Is required to key the HCND – if only the HCND is being updated.</p> <p>However, If HCND Is updated at the same time as an ACA Status Code, the ACA Status Code entry requires an appropriate Effective Date.</p> <p>NOTE: The HCND must reflect the date that the Marketplace Options Notice was provided to the employee.</p> | <p>Example:</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Eff. Date</th> <th>ACA Status</th> <th>HCN Date</th> </tr> </thead> <tbody> <tr> <td><i>When ACA Status Is Updated in ACAS, the HCND Is Also Keyed.</i></td> <td><i>2/10/15</i></td> <td><i>What-Ever Applies to Emp.</i></td> <td><i>2/10/2015</i></td> </tr> </tbody> </table> <p>2/10/15: An Employee Is Hired. Whether the employee is HB eligible or not, the HR Office provides the Health Insurance Marketplace Coverage Options Notice to Employee.</p> | ACAS Related Scenario | ACA Tran. Eff. Date | ACA Status | HCN Date | <i>When ACA Status Is Updated in ACAS, the HCND Is Also Keyed.</i> | <i>2/10/15</i> | <i>What-Ever Applies to Emp.</i> | <i>2/10/2015</i> |
| ACAS Related Scenario | ACA Tran. Eff. Date | ACA Status | HCN Date | | | | | | | | | |
| <i>When ACA Status Is Updated in ACAS, the HCND Is Also Keyed.</i> | <i>2/10/15</i> | <i>What-Ever Applies to Emp.</i> | <i>2/10/2015</i> | | | | | | | | | |

Health Benefits Not Offered

ACA Status Code 2A (Does Not Meet Eligibility Criteria)

New Hire Not Eligible for Health Benefits

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | |
|--|---|--|---|---|-----------------------|--------------------------|------------|--|----------------|-----------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | |
| 2A | <p>ACA Status Code (2A): Health Benefits Not Offered to a newly hired employee whose appointment is not eligible for Health Benefits.</p> <ul style="list-style-type: none"> • Appointment does not meet Health Benefits eligibility criteria, e.g.: <ul style="list-style-type: none"> ○ Temporary Intermittent ○ Seasonal Clerk ○ Student Assistant ○ Retired Annuitant ○ Youth Aid ○ Temporary Appointment (TAU) 6 Months or Less, or ○ Time Base Is Less Than Halftime. | <p>Health Benefits (HB) cannot be offered to an employee who is appointed to a position that is not eligible for HB. ACA Status will remain as 2A until the employee is hired into a HB eligible position.</p> | <p>Date of hire to HB ineligible tenure /time base.</p> | <p>Example: New Hire 2/10/15: Temporary Intermittent Employee Is Not Eligible for HB</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB Not Offered – Employee Not HB Eligible</i></td> <td><i>2/10/15</i></td> <td><i>2A</i></td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | <i>HB Not Offered – Employee Not HB Eligible</i> | <i>2/10/15</i> | <i>2A</i> |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | |
| <i>HB Not Offered – Employee Not HB Eligible</i> | <i>2/10/15</i> | <i>2A</i> | | | | | | | | |

Additional Position – Does Not Administer Employee’s Health Benefits

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | |
|--|--|---|--|---|-----------------------|--------------------------|------------|---|----------------|-----------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | |
| 2A | <p>ACA Status Code (2A): Health Benefits Not Offered to a newly hired employee in multiple positions and the employee’s HB are not administered from this specific position, because:</p> <ul style="list-style-type: none"> One of the employee’s other positions has agreed to administer the employee’s Health Benefits (HB) – if eligible. | <p>For employees in multiple positions, where the employee’s combined employment is HB Eligible, the HR offices for each position must decide which position will administer HB. Any position(s) from which HB are not administered, should reflect a 2A ACA Status Code.</p> | <p>Date employee was hired to this position.</p> | <p><i>Example: New Hire 2/10/15 to additional position. This position does not administer HB for the employee. If employee is HB eligible, another position is administering their HB.</i></p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB Not Offered – in this Position.</i></td> <td><i>2/10/15</i></td> <td><i>2A</i></td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | <i>HB Not Offered – in this Position.</i> | <i>2/10/15</i> | <i>2A</i> |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | |
| <i>HB Not Offered – in this Position.</i> | <i>2/10/15</i> | <i>2A</i> | | | | | | | | |

ACA Status Code 2B (Permanent Intermittent Employee Not Yet Eligible)

New Hire to a Permanent Intermittent Appointment

Employee must work a qualifying control period before he/she is eligible for health benefits.

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | |
|--|--|---|--|---|-----------------------|--------------------------|------------|--|----------------|-----------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | |
| 2B | <p>ACA Status Code (2B): Health Benefits Not Offered to a newly hired Permanent Intermittent (PI) employee who is not yet eligible for HB:</p> <ul style="list-style-type: none"> PI Employees are not HB eligible until/unless they work a qualifying number of hours in a Control Period | <p>When Permanent Intermittent employees are first hired, they are not considered Health Benefits eligible until they work a qualifying number of hours in a Control Period.</p> <p>Control Periods are effective from January thru June and July thru December. The ACA Status Code will remain 2B until the employee completes a qualifying Control Period.</p> | Date of hire to Permanent Intermittent position. | <p><i>Example: Effective 2/10/15, a Permanent Intermittent employee is appointed.</i></p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB Not Offered/PI Must Work Qualifying Hours in a Control Period.</i></td> <td><i>2/10/15</i></td> <td><i>2B</i></td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | <i>HB Not Offered/PI Must Work Qualifying Hours in a Control Period.</i> | <i>2/10/15</i> | <i>2B</i> |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | |
| <i>HB Not Offered/PI Must Work Qualifying Hours in a Control Period.</i> | <i>2/10/15</i> | <i>2B</i> | | | | | | | | |

ACA Status Code 2D (New Hire/Newly Eligible and Must Serve Waiting Period)

Health Benefits Administrative Waiting Period

New hire to a health benefits eligible appointment; employee must serve a Health Benefits Administrative Waiting Period until eligible to receive health benefits coverage.

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | |
|--|---|---|-------------------|---|-----------------------|--------------------------|------------|--|----------------|-----------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | |
| 2D | <p>ACA Status Code (2D): Health Benefits Not Offered to a newly hired employee whose appointment is HB Eligible. Employee must first serve a HB Administrative Waiting Period:</p> <ul style="list-style-type: none"> Appointment is to Permanent Tenure; Time Base is ½ Time or greater Limited Term or Temporary Tenure; Time Base is ½ Time or greater and appointment is greater than 6 months. Employee must complete HB Administrative Waiting Period | <p>For ACA purposes, an Administrative Waiting Period exists from the date an employee becomes “Newly Eligible” for HB (in this case, the date of hire) until the earliest date HB coverage COULD POSSIBLY begin for a Newly Eligible employee (first of the month following the permitting event date).</p> <p>Until the date that HB COULD POSSIBLY begin for the employee, the official ACA Status is “Health Benefits Not Offered”.</p> | Date of new hire. | <p><i>Example: Effective 2/10/15, employee is newly hired to a HB Eligible Appointment.</i></p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB Not Offered/Admin Waiting Period Begins.</i></td> <td><i>2/10/15</i></td> <td><i>2D</i></td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | <i>HB Not Offered/Admin Waiting Period Begins.</i> | <i>2/10/15</i> | <i>2D</i> |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | |
| <i>HB Not Offered/Admin Waiting Period Begins.</i> | <i>2/10/15</i> | <i>2D</i> | | | | | | | | |

Newly Eligible Employee – Serving Waiting Period

A previously ineligible employee becomes newly eligible for health benefits by increasing tenure/time base. Employee must serve a Health Benefits Administrative Waiting Period until eligible to receive health benefits coverage.

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | |
|--|--|---|---|---|-----------------------|--------------------------|------------|--|----------------|-----------|---|--|--|--|---------|----|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | |
| 2D | <p>ACA Status Code (2D): Health Benefits Not Offered to a previously ineligible employee who is hired to a HB Eligible tenure/time base and must first serve an Administrative Waiting Period:</p> <ul style="list-style-type: none"> New appointment (or time base change) is to: <ul style="list-style-type: none"> Permanent Tenure; Time Base is ½ Time or greater. Limited Term or Temporary Tenure; Time Base is ½ Time or greater and appointment is greater than 6 months. Employee must complete HB Administrative Waiting Period | <p>For ACA Purposes, an Administrative Waiting Period exists from the date an employee becomes “Newly Eligible” for HB (in this case, the date of hire) until the earliest date HB Coverage COULD POSSIBLY begin for a Newly Eligible employee.</p> <p>Until the date that HB coverage COULD POSSIBLY begin for the employee, the official ACA Status is “Health Benefits Not Offered”.</p> | Date of hire to HB eligible position or date of time base increase. | <p><i>Example: Employee is previously not HB eligible. Effective 4/10/15, he/she is hired to a HB eligible appointment.</i></p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB Not Offered/Admin Waiting Period Begins.</i></td> <td><i>4/10/15</i></td> <td><i>2D</i></td> </tr> <tr> <td colspan="3"><i>4/10/15 Employee hired to HB Eligible appointment.</i></td> </tr> <tr> <td>HB Not Offered – Employee Not HB Eligible.</td> <td>2/10/15</td> <td>2A</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | <i>HB Not Offered/Admin Waiting Period Begins.</i> | <i>4/10/15</i> | <i>2D</i> | <i>4/10/15 Employee hired to HB Eligible appointment.</i> | | | HB Not Offered – Employee Not HB Eligible. | 2/10/15 | 2A |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | |
| <i>HB Not Offered/Admin Waiting Period Begins.</i> | <i>4/10/15</i> | <i>2D</i> | | | | | | | | | | | | | | |
| <i>4/10/15 Employee hired to HB Eligible appointment.</i> | | | | | | | | | | | | | | | | |
| HB Not Offered – Employee Not HB Eligible. | 2/10/15 | 2A | | | | | | | | | | | | | | |

Permanent Intermittent Employee Newly Eligible for Health Benefits – Serving Waiting Period

Employee completes a qualifying control period and becomes newly eligible for health benefits. The employee must serve a Health Benefits Administrative Waiting Period until eligible to receive health benefits coverage.

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|---|-----------------------|--------------------------|------------|--|---------------|-----------|--|--|--|--|---------|----|-----------------------|--------------------------|------------|--|---------------|-----------|--|--|--|--|---------|----|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | |
| 2D | <p>ACA Status Code (2D): Health Benefits Not Offered to a Permanent Intermittent employee who completes a qualifying Control Period and must first serve a HB Administrative Waiting Period:</p> <ul style="list-style-type: none"> Employee becomes HB Eligible when a qualifying number of hours is worked in a Control Period. Employee must complete an Administrative Waiting Period before HB coverage can begin. | <p>For ACA purposes, an Administrative Waiting Period exists from the date an employee becomes “Newly Eligible” for Health Benefits (in this case, completes a qualifying Control Period) until the earliest date HB coverage COULD POSSIBLY begin for a Newly Eligible employee.</p> <p>Until the date that HB coverage COULD POSSIBLY begin for the employee, the official ACA Status is “Health Benefits Not Offered” to a Newly Eligible employee.</p> | <p>The first day of the month immediately following completion of the Control Period.</p> <p>Control Periods always run from January – June and July – December. This effective date will always be July 1st (07/01/XX) or January 1st (01/01/XX).</p> | <p>Example 1: PI employee was hired on 2/1/15. On 6/30/15, he/she completed his/her first qualifying Control Period (January – June). He/she becomes newly eligible for HB effective 7/1/15 and Admin Waiting Period begins.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Not Offered – Admin Waiting Period Begins.</td> <td>7/1/15</td> <td>2D</td> </tr> <tr> <td colspan="3">6/30/15: Jan – June Control Period Ends and Employee Worked Qualifying Number of Hours.</td> </tr> <tr> <td>PI employee appointed. HB Not Offered/PI Must Work Qualifying Hours in Control Period.</td> <td>2/10/15</td> <td>2B</td> </tr> </tbody> </table> <p>Example 2: PI employee was hired on 2/1/15. On 12/31/15, he/she completed his/her first qualifying Control Period (July - December). He/she becomes newly eligible for HB effective 1/1/16 and Admin Waiting Period begins.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Not Offered – Admin Waiting Period Begins.</td> <td>1/1/16</td> <td>2D</td> </tr> <tr> <td colspan="3">12/31/15: Jul - Dec Control Period Ends and Employee Worked Qualifying Number of Hours.</td> </tr> <tr> <td>PI employee appointed. HB Not Offered/PI Must Work Qualifying Hours in Control Period.</td> <td>2/10/15</td> <td>2B</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Not Offered – Admin Waiting Period Begins. | 7/1/15 | 2D | 6/30/15: Jan – June Control Period Ends and Employee Worked Qualifying Number of Hours. | | | PI employee appointed. HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Not Offered – Admin Waiting Period Begins. | 1/1/16 | 2D | 12/31/15: Jul - Dec Control Period Ends and Employee Worked Qualifying Number of Hours. | | | PI employee appointed. HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered – Admin Waiting Period Begins. | 7/1/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/30/15: Jan – June Control Period Ends and Employee Worked Qualifying Number of Hours. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PI employee appointed. HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered – Admin Waiting Period Begins. | 1/1/16 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/31/15: Jul - Dec Control Period Ends and Employee Worked Qualifying Number of Hours. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PI employee appointed. HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | | | | | | | | | | | | | | | | | | | | | | | | | | |

Health Benefits Offered

ACA Status Code 1A (Health Benefits Offered)

Newly Hired Employee – Waiting Period Completed

A newly hired, health benefits eligible employee has completed the Health Benefits Administrative Waiting Period and is now eligible to receive health benefits coverage.

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|-----------------------|--------------------------|------------|---|---------------|-----------|--|--|--|---|---------|----|--|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | |
| 1A | <p>ACA Status Code 1A: Health Benefits Offered to a newly hired employee who is HB Eligible and completed the Administrative Waiting Period:</p> <ul style="list-style-type: none"> New appointment is to: <ul style="list-style-type: none"> Permanent Tenure; Time Base is ½ Time or greater. Limited Term or Temporary Tenure; Time Base is ½ Time or greater and appointment is greater than 6 months. Employee’s Administrative Waiting Period is complete and HB Coverage CAN BEGIN | <p>When an employee is hired to a HB eligible time base/tenure, he/she must serve an Administrative Waiting Period. This Waiting Period begins with the Permitting Event Date (date of hire) through the end of the Permitting Event Month. During this Waiting Period, the employee’s ACA Status is considered ‘Health Benefits Not Offered’. The “Health Benefits Offered” effective date is equal to the first of the month following the Waiting Period. This is also the earliest date the employee COULD receive HB Coverage.</p> | <p>The 1st day of the month following the month in which the HB eligible hire is effective.</p> <p>For ACA purposes, the effective date for an employee’s “HB Offered” Status is equal to the earliest date the employee COULD POSSIBLY receive HB coverage.</p> <p>This is also the first of the month following the Administrative Waiting Period.</p> | <p><i>Example: Employee Hired To HB Eligible Position. For ACA purposes, a ‘Newly Hired HB Eligible Employee’ is “offered” Health Benefits on the first day of the month following his/her appointment and completion of his/her HB Admin Waiting Period.</i></p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB Offered the day following completion of the Admin Waiting Period.</i></td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: HB Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Employee Appointed.</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | <i>HB Offered the day following completion of the Admin Waiting Period.</i> | 3/1/15 | 1A | 2/28/15: HB Admin Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Employee Appointed. | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | |
| <i>HB Offered the day following completion of the Admin Waiting Period.</i> | 3/1/15 | 1A | | | | | | | | | | | | | | | | | |
| 2/28/15: HB Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | |
| 2/10/15: HB Eligible Employee Appointed. | | | | | | | | | | | | | | | | | | | |

Newly Eligible Employee – Waiting Period Completed

A previously ineligible employee became newly health benefits eligible by increasing his/her time base, and has completed the Health Benefits Administrative Waiting Period. This employee is now eligible to receive health benefits coverage.

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|-----------------------|--------------------------|------------|---|---------------|-----------|--|--|--|---|---------|----|---|--|--|--|---------|----|---|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | |
| 1A | <p>ACA Status Code 1A: Health Benefits Offered to a newly HB eligible employee (due to a change in tenure/time base). Employee has completed the HB Administrative Waiting Period:</p> <ul style="list-style-type: none"> • Appointment – or Time Base change - to: <ul style="list-style-type: none"> ▪ Permanent Tenure; Time Base is ½ Time or greater. ▪ Limited Term or Temporary Tenure; Time Base is ½ Time or greater and appointment is greater than 6 months. • Employee’s Administrative Waiting Period Is complete and HB Coverage CAN BEGIN | <p>Very similar to the Newly Hired, HB Eligible scenario above (Section 5.0, A). When an employee becomes newly HB eligible due to a changed tenure/time base, he/she must serve an Administrative Waiting Period. The Waiting Period begins with the Permitting Event Date (tenure/time base change) through the end of the Permitting Event Month. During the Waiting Period, the employee’s ACA Status is considered ‘Health Benefits Not Offered’. The “Health Benefits Offered” effective date is equal to the first of the month following the Waiting Period. This is also the earliest date the employee COULD receive HB Coverage.</p> | <p>The 1st day of the month following the month in which the change to HB eligibility is effective.</p> <p>For ACA purposes, the effective date for an employee’s “HB Offered” Status is equal to the earliest date the employee COULD POSSIBLY receive HB coverage.</p> <p>This is also the first of the month following the Administrative Waiting Period.</p> | <p><i>Example: An employee’s Tenure/Time Base increased, making him HB eligible. For ACA purposes, a ‘Newly HB Eligible Employee’ is “offered” Health Benefits on the first day of the month following his/her permitting event and completion of his/her HB Admin Waiting Period.</i></p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB Offered the day following completion of the Admin Waiting Period.</i></td> <td><i>5/1/15</i></td> <td><i>1A</i></td> </tr> <tr> <td colspan="3">4/30/15: HB Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>4/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">4/10/15: New Appointment – to a HB Eligible Position.</td> </tr> <tr> <td>HB Not Offered – Employee Not HB Eligible.</td> <td>2/10/15</td> <td>2A</td> </tr> <tr> <td colspan="3">2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB.</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | <i>HB Offered the day following completion of the Admin Waiting Period.</i> | <i>5/1/15</i> | <i>1A</i> | 4/30/15: HB Admin Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 4/10/15 | 2D | 4/10/15: New Appointment – to a HB Eligible Position. | | | HB Not Offered – Employee Not HB Eligible. | 2/10/15 | 2A | 2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB. | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | |
| <i>HB Offered the day following completion of the Admin Waiting Period.</i> | <i>5/1/15</i> | <i>1A</i> | | | | | | | | | | | | | | | | | | | | | | | |
| 4/30/15: HB Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 4/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | |
| 4/10/15: New Appointment – to a HB Eligible Position. | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered – Employee Not HB Eligible. | 2/10/15 | 2A | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB. | | | | | | | | | | | | | | | | | | | | | | | | | |

Permanent Intermittent Employee Newly Eligible for Health Benefits – Waiting Period Completed

A permanent intermittent employee became newly health benefits eligible by working a qualifying control period and has completed the Health Benefits Administrative Waiting Period. This employee is now eligible to receive health benefits coverage.

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|-----------------------|--------------------------|------------|---|---------------|-----------|--|--|--|---|--------|----|---|--|--|---|---------|----|--|--|--|-----------------------|--------------------------|------------|---|---------------|-----------|--|--|--|---|--------|----|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1A | <p>ACA Status Code 1A: Health Benefits Offered to a Permanent Intermittent employee who worked a qualifying number of hours in a Control Period and completed the Administrative Waiting Period:</p> <ul style="list-style-type: none"> 6 month Control Period ended and employee worked a qualifying number of hours Administrative Waiting Period (the month following the qualifying Control Period) is complete. Employee is eligible for Health Benefits coverage to begin. | <p>Permanent Intermittent employees must work a qualifying number of hours in a 6 month Control Period (January thru June or July thru December) to be considered HB eligible. Once the employee successfully completes a Control Period, he/she must serve an Administrative Waiting Period. The Waiting Period begins with the first day of the month following the Control Period and ends on the last day of that month.</p> <p>During the Waiting Period, the employee's ACA Status is considered 'Health Benefits Not Offered'. The "Health Benefits Offered" effective date</p> | <p>For ACA purposes, the effective date for an employee's "Health Benefits (HB) Offered" Status is equal to the earliest date the employee COULD POSSIBLY receive HB coverage.</p> <p>For PI employees, the earliest possible HB coverage date is the first day of the month following completion of the Admin Waiting Period, which follows completion of a qualifying Control Period.</p> <ul style="list-style-type: none"> Control Periods are January thru June and July thru December. | <p>Example 1: PI Employee works qualifying hours in a January thru June Control Period. He/she is Offered Health Benefits August 1st.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>8/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">7/31/15: HB Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered – Admin Waiting Period Begins.</td> <td>7/1/15</td> <td>2D</td> </tr> <tr> <td colspan="3">6/30/15: Jan – June Control Period Ends and Employee Worked a Qualifying Number of Hours.</td> </tr> <tr> <td>HB Not Offered/PI Must Work Qualifying Hours in Control Period.</td> <td>2/10/15</td> <td>2B</td> </tr> <tr> <td colspan="3">2/10/15: Perm Intermittent Employee Appointed.</td> </tr> </tbody> </table> <p>Example 2: PI Employee works qualifying hours in a July thru December Control Period. He/she is Offered Health Benefits February 1st.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>2/1/16</td> <td>1A</td> </tr> <tr> <td colspan="3">1/31/16: HB Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered – Admin Waiting Period Begins.</td> <td>1/1/16</td> <td>2D</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Offered at End of Admin Waiting Period. | 8/1/15 | 1A | 7/31/15: HB Admin Waiting Period Ends | | | HB Not Offered – Admin Waiting Period Begins. | 7/1/15 | 2D | 6/30/15: Jan – June Control Period Ends and Employee Worked a Qualifying Number of Hours. | | | HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | 2/10/15: Perm Intermittent Employee Appointed. | | | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Offered at End of Admin Waiting Period. | 2/1/16 | 1A | 1/31/16: HB Admin Waiting Period Ends | | | HB Not Offered – Admin Waiting Period Begins. | 1/1/16 | 2D |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 8/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/31/15: HB Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered – Admin Waiting Period Begins. | 7/1/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/30/15: Jan – June Control Period Ends and Employee Worked a Qualifying Number of Hours. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: Perm Intermittent Employee Appointed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 2/1/16 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1/31/16: HB Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered – Admin Waiting Period Begins. | 1/1/16 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | |
|---|--|--|--|---|---|--|--|---|--|--|---|---------|----|--|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | |
| | | is equal to the first of the month following the Waiting Period. This is also the earliest date the employee COULD receive HB Coverage. | <ul style="list-style-type: none"> Waiting Periods Begin 7/01/XX or 1/01/XX. “HB Offered” dates are 8/01/XX and 02/01/XX | <table border="1"> <tr> <td colspan="3">12/31/15: Jul - Dec Control Period Ends and Employee Worked a Qualifying Number of Hours.</td> </tr> <tr> <td colspan="3">6/30/15: Jan – June Control Period Ends and Employee DID NOT Work a Qualifying Number of Hours. (No change to ACAS Status.)</td> </tr> <tr> <td>HB Not Offered/PI Must Work Qualifying Hours in Control Period.</td> <td>2/10/15</td> <td>2B</td> </tr> <tr> <td colspan="3">2/10/15: Perm Intermittent Employee Appointed.</td> </tr> </table> | 12/31/15: Jul - Dec Control Period Ends and Employee Worked a Qualifying Number of Hours. | | | 6/30/15: Jan – June Control Period Ends and Employee DID NOT Work a Qualifying Number of Hours. (No change to ACAS Status.) | | | HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | 2/10/15: Perm Intermittent Employee Appointed. | | |
| 12/31/15: Jul - Dec Control Period Ends and Employee Worked a Qualifying Number of Hours. | | | | | | | | | | | | | | | | |
| 6/30/15: Jan – June Control Period Ends and Employee DID NOT Work a Qualifying Number of Hours. (No change to ACAS Status.) | | | | | | | | | | | | | | | | |
| HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | | | | | | | | | | | | | | |
| 2/10/15: Perm Intermittent Employee Appointed. | | | | | | | | | | | | | | | | |

ACA Status Code 1C (COBRA Offer)

COBRA Offer after ACA Status Code 5A (Health Benefits Administratively Cancelled)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|--|-----------------------|--------------------------|------------|-------------------------|-----------------|-----------|--------------------------------|---------|----|--|----------|----|--|--|--|-----------------------|--------|----|---|--|--|--|--------|----|---|---------|----|-----------------------------------|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1C | <p>ACA Status Code 1C: COBRA Health Benefits Offered for an employee, who was previously HB Eligible, but loses his/her Eligibility and HB are Administratively Cancelled):</p> <ul style="list-style-type: none"> Employee changes Tenure or Time Base to an ineligible Tenure/Time Base. Permanent Intermittent employee worked an insufficient number of hours in a Control Period. | <p>Effective 01/01/16, the 1C Status Code is used to indicate that COBRA coverage was offered to an active (not permanently separated) employee who lost his/her health benefits eligibility. The 1C Code should be posted to ACAS AFTER the appropriate transactions are posted to indicate the employee's loss of eligibility and/or the appropriate cancellation or suspension of the employee's benefits (ACA Status Codes 5A or 5C, if a COBRA offer is applicable).</p> | <p>First day of the month following the appropriate cancelled status transaction. (The earliest effective date that can be used for a 1C status transaction is 01/01/16.)</p> | <p><i>Example 1: Effective 6/15/15, an employee changed from a HB Eligible to a HB Ineligible Tenure and/or Time Base. His/her ACA Status was updated to show that he/she is not HB eligible and his/her HB were administratively cancelled. Now ACAS must be updated to show that he/she was offered COBRA continuation of coverage.</i></p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>COBRA HB Offered</td> <td>08/01/15</td> <td>1C</td> </tr> <tr> <td>HB Administratively Cancelled.</td> <td>7/31/15</td> <td>5A</td> </tr> <tr> <td>HB Ineligible Employee – HB Not Offered.</td> <td>06/15/15</td> <td>2A</td> </tr> <tr> <td colspan="3">6/15/15: Appointment to Ineligible Tenure/Time Base.</td> </tr> <tr> <td>HB Accepted (Timely).</td> <td>4/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">3/1/15: Enrollment Forms Returned Timely.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> <p><i>Example 2: An employee lost HB Eligibility because he/she didn't work a qualifying number of hours in the July through December Control Period. His/her ACA Status was updated to show that he/she is not HB eligible and his/her HB were administratively cancelled. Now ACAS must be updated to show that he/she was offered COBRA continuation of coverage.</i></p> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | COBRA HB Offered | 08/01/15 | 1C | HB Administratively Cancelled. | 7/31/15 | 5A | HB Ineligible Employee – HB Not Offered. | 06/15/15 | 2A | 6/15/15: Appointment to Ineligible Tenure/Time Base. | | | HB Accepted (Timely). | 4/1/15 | 3A | 3/1/15: Enrollment Forms Returned Timely. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COBRA HB Offered | 08/01/15 | 1C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Administratively Cancelled. | 7/31/15 | 5A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Ineligible Employee – HB Not Offered. | 06/15/15 | 2A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/15/15: Appointment to Ineligible Tenure/Time Base. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Accepted (Timely). | 4/1/15 | 3A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/1/15: Enrollment Forms Returned Timely. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|----------------|--|-----------------------|--------------------------|------------|-------------------------|-----------------|-----------|--------------------------------|---------|----|--|--------|----|--|--|--|---------------------|--------|----|--|--|--|--|--------|----|------------------------------------|--|--|---|--------|----|---|--|--|---|---------|----|--|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COBRA HB Offered | 02/01/16 | 1C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| HB Accepted Timely. | 8/1/15 | 3A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| HB Offered at End of Admin Waiting Period. | 8/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07/31/15 Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered – Admin Waiting Period Begins. | 7/1/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/30/15: Jan – June Control Period Ends and Employee Worked a Qualifying Number of Hours. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: Perm Intermittent Employee Appointed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

COBRA Offer after ACA Status Code 5C (Health Benefits Temporarily Suspended)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|--|-----------------------|--------------------------|------------|-------------------------|----------------|-----------|--------------------------|---------|----|---|--|--|--|--------|----|---|--|--|--|--------|----|------------------------------------|--|--|---|---------|----|-----------------------------------|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1C | <p>ACA Status Code 1C: COBRA Health Benefits Offered for an employee whose Health Benefits are Temporarily Suspended.</p> <ul style="list-style-type: none"> Many circumstances surround a Temporary HB Suspension. As such, the department/campus will need to decide if the COBRA 1C Code is appropriate for each employee. | <p>Effective 01/01/16, the 1C Status Code is used to indicate that COBRA coverage was offered to an active (not permanently separated) employee who lost his/her health benefits eligibility. The 1C Code should be posted to ACAS AFTER the appropriate transactions are posted to indicate the employee's loss of eligibility and/or the appropriate cancellation or suspension of the employee's benefits (ACA Status Codes 5A or 5C, if a COBRA offer is applicable).</p> | <p>First day of the month following the employee's Temporary Suspension of HB.</p> <p>(The earliest effective date that can be used for a 1C status transaction is 01/01/16.)</p> | <p>Example: Employee currently receiving HB goes on an unpaid Leave of Absence effective 7/1/15 and HB are not covered during his/her leave.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>COBRA HB Offered</td> <td>8/01/15</td> <td>1C</td> </tr> <tr> <td>HB Temporarily Suspended</td> <td>7/31/15</td> <td>5C</td> </tr> <tr> <td colspan="3">7/1/15: Employee Goes on a Leave of Absence. No Pay Issued and HB Not Continued via Direct Pay or AR.</td> </tr> <tr> <td>HB Accepted (Timely)/HB Coverage is Effective.</td> <td>4/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">3/1/15: Enrollment Forms Returned Timely to Accept HB Coverage.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | COBRA HB Offered | 8/01/15 | 1C | HB Temporarily Suspended | 7/31/15 | 5C | 7/1/15: Employee Goes on a Leave of Absence. No Pay Issued and HB Not Continued via Direct Pay or AR. | | | HB Accepted (Timely)/HB Coverage is Effective. | 4/1/15 | 3A | 3/1/15: Enrollment Forms Returned Timely to Accept HB Coverage. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/15: Admin Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COBRA HB Offered | 8/01/15 | 1C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Temporarily Suspended | 7/31/15 | 5C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Health Benefits Accepted

ACA Status Code 3A (Health Benefits Accepted Timely)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--|-----------------------|--------------------------|------------|---|---------------|-----------|---|---------------|-----------|---|--|--|--|--|--|---|---------|----|-----------------------------------|--|--|-----------------------|--------------------------|------------|---|---------------|-----------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3A | <p>Health Benefits Accepted (Timely) by employee who submits HB Enrollment Forms TIMELY and chooses to enroll in Health Benefits:</p> <ul style="list-style-type: none"> Timely Submission: within 60 calendar days of the Qualifying HB Permitting Event Date (e.g., date of hire, completion of Qualifying Control Period). Note: the 60 calendar day period begins on the same date as the Permitting Event. <p>NOTE: Depending on an employee's specific circumstances, ACA Status Code 3A is also used to indicate an active 'Health Benefits (HB) Accepted' status in these situations:</p> <ul style="list-style-type: none"> After a 4A HB Declined After a 5B HB Voluntarily Cancelled | <p>To begin Health Benefits (HB) coverage in the most expedient manner, an employee MUST return his/her HB enrollment forms within 60 days of his/her HB Permitting Event.</p> <p>The HB Acceptance Date is considered the ACTUAL DATE THAT BENEFITS ARE EFFECTIVE/CAN BE USED. This may or may not be the same date as the 'Health Benefits Offered' date.</p> | <p>The first day of the month following the day/month that enrollment forms are submitted.</p> | <p>Example 1: HB Eligible employee returns enrollment forms timely, BEFORE 'Health Benefits Offered' Date.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Accepted (Timely)/HB Coverage is Effective.</td> <td>3/1/15</td> <td>3A</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: Admin Waiting Period Ends</td> </tr> <tr> <td colspan="3">2/27/15: Enrollment Forms Returned Timely – Before End of Admin Waiting Period.</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> <p>Example 2: HB Eligible employee returns enrollment forms Timely, on SAME DATE or some date AFTER 'Health Benefits Offered' Date. 'Health Benefits Accepted' date is the first day of the month following the date enrollment forms are submitted by the employee.</p> <p>Example 2a: Forms returned SAME DATE as 'Health Benefits Offered'.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Accepted (Timely)/HB Coverage is Effective.</td> <td>4/1/15</td> <td>3A</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Accepted (Timely)/HB Coverage is Effective. | 3/1/15 | 3A | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/15: Admin Waiting Period Ends | | | 2/27/15: Enrollment Forms Returned Timely – Before End of Admin Waiting Period. | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Accepted (Timely)/HB Coverage is Effective. | 4/1/15 | 3A |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Accepted (Timely)/HB Coverage is Effective. | 3/1/15 | 3A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Accepted (Timely)/HB Coverage is Effective. | 4/1/15 | 3A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|----------------|--|--|--------|----|------------------------------------|--|--|---|---------|----|----------------------------------|--|--|-----------------------|--------------------------|------------|---|--------|----|--|--------|----|------------------------------------|--|--|---|---------|----|-----------------------------------|--|--|-----------------------|--------------------------|------------|--|--|--|
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| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/28/15: Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/20/15: HB Eligible Appointment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Accepted (Timely)/HB Coverage is Effective. | 5/1/15 | 3A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/28/15: Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|----------------|--|---|----------------|-----------|---|--|--|-----------------------|--------|----|--|--|--|--|--------|----|------------------------------------|--|--|---|---------|----|-----------------------------------|--|--|
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| HB Declined (Timely). | 4/1/15 | 4A | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/28/15: Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

ACA Status Code 3B (Health Benefits Accepted Late)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|---|-----------------------|--------------------------|------------|---|---------------|-----------|---|--|--|---|--|--|--|--|--|---|---------|----|---|--|--|--|--------|----|-------------------------------|--|--|---|---------|----|-----------------------------------|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3B | <p>Health Benefits Accepted (Late) for an employee who <u>submits HB Enrollment Forms LATE and Accepts Offer of Health Benefits:</u></p> <ul style="list-style-type: none"> Late Submission: Greater than 60 calendar days from the HB Permitting Event Date (e.g., date of hire, completed Qualifying Control Period, etc.). Note: the 60-Day Calendar Period begins on the same date as the Permitting Event. HR Office must key an Administratively Declined ACAS Status effective on the 61st calendar day. Employee must serve 90 Day HIPAA Waiting Period before HB can be effective. Note: the 90 day period begins on the same date the employee returns his/her HB Enrollment Forms. | <p>To begin Health Benefits (HB) coverage in the most expedient manner, an employee MUST return his/her HB enrollment forms within 60 calendar days of his/her HB permitting event. If the enrollment forms are submitted after the 60th day, Health Benefits coverage cannot be effective until AFTER the employee serves a 90 day HIPAA Waiting Period.</p> <ul style="list-style-type: none"> The HR office must key an Administratively Declined status effective the 61st day beyond the permitting event date. The employee's HIPAA Waiting Period begins on the date he/she returns his/her HB enrollment forms. | <p>The first day of the month following the day/month the employee completes the 90-day HIPAA Waiting Period.</p> | <p>Example: HB Eligible employee submits HB Enrollment Forms <u>LATE (Greater than 60 days after his/her Permitting Event Date) but wants to enroll in HB.</u> Health Benefits were Administratively Declined on the 61st day beyond the Permitting Event Date. Employee must serve a 90-day HIPAA Waiting Period beginning on the date he/she returns his/her HB enrollment forms and HB become effective on the first day of the month following completion of the Waiting Period.</p> <p>Employee Accepts HB LATE after a HB Eligible Appointment and employee serves 90 Day HIPAA Waiting Period.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>Health Benefits Accepted (Late).</td> <td>8/1/15</td> <td>3B</td> </tr> <tr> <td colspan="3">7/13/15: End 90 Day HIPAA Waiting.</td> </tr> <tr> <td colspan="3">4/15/15: Begin 90 Day HIPAA Waiting.</td> </tr> <tr> <td colspan="3">4/15/15: Enrollment Forms Returned Late to Accept HB.</td> </tr> <tr> <td>HB Administratively Declined – 61 Days from Permitting Event.</td> <td>4/11/15</td> <td>4B</td> </tr> <tr> <td colspan="3">4/10/15: 60 Days from Appt. and No Enrollment Forms Returned.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: HB Admin Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | Health Benefits Accepted (Late). | 8/1/15 | 3B | 7/13/15: End 90 Day HIPAA Waiting. | | | 4/15/15: Begin 90 Day HIPAA Waiting. | | | 4/15/15: Enrollment Forms Returned Late to Accept HB. | | | HB Administratively Declined – 61 Days from Permitting Event. | 4/11/15 | 4B | 4/10/15: 60 Days from Appt. and No Enrollment Forms Returned. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/15: HB Admin Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Health Benefits Accepted (Late). | 8/1/15 | 3B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/13/15: End 90 Day HIPAA Waiting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/15/15: Begin 90 Day HIPAA Waiting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/15/15: Enrollment Forms Returned Late to Accept HB. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Administratively Declined – 61 Days from Permitting Event. | 4/11/15 | 4B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/10/15: 60 Days from Appt. and No Enrollment Forms Returned. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/28/15: HB Admin Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | |
|---|---|---|-----------------------|---------------------------------------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples |
| | | <ul style="list-style-type: none"> The employee is not eligible to receive HB coverage until the first day of the month, following the day/month the employee completes the 90-day Waiting Period. | | |

Health Benefits Declined

ACA Status Code 4A (Health Benefits Declined Timely)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | |
|--|---|--|---|---|---------------------------------|-------------------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | |
| 4A | <p>Health Benefits Declined (Timely) by an employee who submits HB Enrollment Forms TIMELY and Declines Health Benefits:</p> <ul style="list-style-type: none"> Timely Submission: within 60 calendar days of the Qualifying HB Permitting Event Date (e.g., date of hire, completion of Qualifying Control Period). Note: the 60 calendar day period begins on the same date as the Permitting Event. | <p>Employee returns HB enrollment forms within 60 calendar days of the HB permitting event and declines the offer of HB coverage.</p> <p>Note: the effective date of the employee's 'HB Offered' (1A) and timely 'HB Declined' (4A) will always be the same.</p> | <p>The earliest date that the employee is eligible to receive HB coverage, as outlined in benefit eligibility rules. This is the first day of the month following the month in which the permitting event occurred.</p> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status |
| | | | | <i>HB Declined (Timely) by Employee.</i> | <i>3/1/15</i> | <i>4A</i> |
| | | | | <i>4/3/15: Enrollment Forms Returned Timely and Employee Declines Coverage.</i> | | |
| | | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A |
| | | | | <i>2/28/15: Admin Waiting Period Ends</i> | | |
| | | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D |
| | | | | <i>2/10/15: HB Eligible Appointment.</i> | | |

ACA Status Code 4B (Health Benefits Administratively Declined)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|---|-----------------------|--------------------------|------------|---|----------------|-----------|--|--|--|--|--------|----|------------------------------------|--|--|---|---------|----|-----------------------------------|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | |
| 4B | <p>Health Benefits Administratively Declined for an employee who <u>DOES NOT return HB Enrollment Forms within 60 Days:</u></p> <ul style="list-style-type: none"> Late Submission: greater than 60 Calendar Days from the HB Permitting Event Date (e.g., date of hire, completed Qualifying Control Period). Note: the 60-day Calendar Period begins on the same date as the Permitting Event Date. | <p>To Begin Health Benefits (HB) Coverage in the most expedient manner, an employee MUST return his/her HB enrollment forms within 60 calendar days of his/her HB permitting event. If the enrollment forms are submitted after the 60th day, Health Benefits coverage cannot be effective until AFTER the employee serves a 90 day HIPAA Waiting Period. The HR office must key a 'Health Benefits Administratively Declined' status effective the 61st day beyond the permitting event date.</p> | <p>The 61st calendar day following (and including) the permitting event date.</p> | <p>Example: Employee submits HB Enrollment Forms LATE – Greater than 60 days after his/her Permitting Event Date. Health Benefits are Administratively Declined on the 61st day beyond the Permitting Event Date.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Administratively Declined – 61 Days from Permitting Event Date.</td> <td>4/11/15</td> <td>4B</td> </tr> <tr> <td colspan="3">4/10/15: 60 Days From Event – No Enrollment Forms Returned.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Administratively Declined – 61 Days from Permitting Event Date. | 4/11/15 | 4B | 4/10/15: 60 Days From Event – No Enrollment Forms Returned. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/15: Admin Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | |
| HB Administratively Declined – 61 Days from Permitting Event Date. | 4/11/15 | 4B | | | | | | | | | | | | | | | | | | | | | | | |
| 4/10/15: 60 Days From Event – No Enrollment Forms Returned. | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | |
| 2/28/15: Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | |

Health Benefits Cancelled or Temporarily Suspended

ACA Status Code 5A (Administrative Cancellation)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|---|-----------------------|--------------------------|------------|---------------------------------------|----------------|-----------|---|-----------------|-----------|---|--|--|-----------------------|--------|----|---|--|--|--|--------|----|------------------------------------|--|--|---|---------|----|-----------------------------------|--|--|-----------------------|--------------------------|------------|---------------------------------------|----------------|-----------|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5A | <p>Health Benefits Administratively Cancelled for an employee, who was previously HB Eligible, but loses his/her Eligibility:</p> <ul style="list-style-type: none"> Employee changes Tenure, Time Base or Classification to an Ineligible Tenure/Time Base/Class. Permanent Intermittent employee works an insufficient number of hours in a Control Period. | <p>When an employment status change also changes an employee's Health Benefit status from eligible to ineligible, documenting the loss of HB Eligibility in ACAS is a two part process. ACAS must be updated to in this order:</p> <ol style="list-style-type: none"> An appropriate ACA Status Code must be keyed to reflect the employee's HB eligibility status, e.g., <ol style="list-style-type: none"> 2A - ineligible employee (due to tenure/time base/class) 2B – PI employee not eligible; employee must (again) work a sufficient number of hours in a Control Period | <p>Example 1</p> <p>Ineligible/Not Offered – 2A: The effective date of the eligibility status change.</p> <p>Admin Cancel – 5A: Last day of the month that the employee's HB coverage was effective.</p> <p>Example 2</p> <p>PI Employee Not Eligible -Must Work Qualifying Hours in Control Period: The first day of the month following the end</p> | <p>Example 1: Effective 6/15/15, an Employee Changes from a HB Eligible to a HB Ineligible Tenure and/or Time Base. His/her June HB deduction pays for his/her HB coverage through the end of July.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Administratively Cancelled.</td> <td>7/31/15</td> <td>5A</td> </tr> <tr> <td>HB Ineligible Employee – HB Not Offered.</td> <td>06/15/15</td> <td>2A</td> </tr> <tr> <td colspan="3">6/15/15: Appointment to Ineligible Tenure/Time Base.</td> </tr> <tr> <td>HB Accepted (Timely).</td> <td>4/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">3/1/15: Enrollment Forms Returned Timely.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> <p>Example 2: An employee loses HB Eligibility because he/she does not work a qualifying number of hours in the July through December Control Period. His/her December HB deduction pays for his/her HB coverage through the end of January.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Administratively Cancelled.</td> <td>1/31/16</td> <td>5A</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Administratively Cancelled. | 7/31/15 | 5A | HB Ineligible Employee – HB Not Offered. | 06/15/15 | 2A | 6/15/15: Appointment to Ineligible Tenure/Time Base. | | | HB Accepted (Timely). | 4/1/15 | 3A | 3/1/15: Enrollment Forms Returned Timely. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/15: Admin Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Administratively Cancelled. | 1/31/16 | 5A |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Administratively Cancelled. | 7/31/15 | 5A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Ineligible Employee – HB Not Offered. | 06/15/15 | 2A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/15/15: Appointment to Ineligible Tenure/Time Base. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Accepted (Timely). | 4/1/15 | 3A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/1/15: Enrollment Forms Returned Timely. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/28/15: Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Administratively Cancelled. | 1/31/16 | 5A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | |
|--|--|--|---|--|---------|----|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | |
| | | before being considered HB eligible (again). 2. Then a HB 'Administratively Cancelled' transaction/ACA Status Code must be keyed to reflect the end of the employee's previous coverage period. | of the non-qualifying Control Period. Admin Cancel – 5A: Last day of the month that the employee's HB coverage was effective. | PI Employee Not Eligible – Must Work Qualifying Hours in Control Period. | 1/1/16 | 2B |
| | | | | 12/31/15: July – December Control Period Ends and Employee DID NOT Work Sufficient Hours. | | |
| | | | | HB Accepted Timely. | 8/1/15 | 3A |
| | | | | 8/1/15: Employee Returns Enrollment Forms and Accepts HB Coverage. | | |
| | | | | HB Offered at End of Admin Waiting Period. | 8/1/15 | 1A |
| | | | | 7/31/15: Admin Waiting Period Ends | | |
| | | | | HB Not Offered – Admin Waiting Period Begins. | 7/1/15 | 2D |
| | | | | 6/30/15: Jan – June Control Period Ends and Employee Worked a Qualifying Number of Hours. | | |
| | | | | HB Not Offered/PI Must Work Qualifying Hours in Control Period. | 2/10/15 | 2B |
| | | | | 2/10/15: Perm Intermittent Employee Appointed. | | |

ACA Status Code 5B (Voluntary Cancellation)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|---|---|-----------------------|--------------------------|------------|----------------------------------|-----------------|-----------|---|--|--|-----------------------|--------|----|---|--|--|--|--------|----|------------------------------------|--|--|---|---------|----|-----------------------------------|--|--|
| ACA Code | HB Related Event That Requires ACAS Update | Additional Information RE HB Related Event and/or Need to Update ACAS | Effective Date | ACAS Update Scenarios/Examples | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5B | <p>Employee Voluntarily Cancelled his/her Health Benefits</p> <ul style="list-style-type: none"> Employee submits documentation to voluntarily cancel his/her Health Benefits. | <p>Employees who are enrolled in Health Benefits may 'Voluntarily Cancel' their benefits at any time. Some reasons for doing this might be:</p> <ul style="list-style-type: none"> The employee's spouse has an opportunity to enroll in Health Benefits through their employment. Someone the employee knows offers to pay for his/her Health Benefits. | <p>Last day of the month that the employee's HB coverage was effective.</p> | <p>Example: Employee submits HB cancelling documentation in June 2015. His/her June HB deduction pays for his/her July 2015 HB coverage.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Voluntarily Cancelled.</td> <td>07/31/15</td> <td>5B</td> </tr> <tr> <td colspan="3">6/15/15: Employee Submits Documentation to Voluntarily Cancel His/her HB (June HB Deduction Pays for July Coverage).</td> </tr> <tr> <td>HB Accepted (Timely).</td> <td>4/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">3/1/15: Enrollment Forms Returned to Accept HB.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td>2/10/15: HB Eligible Appointment.</td> <td></td> <td></td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Voluntarily Cancelled. | 07/31/15 | 5B | 6/15/15: Employee Submits Documentation to Voluntarily Cancel His/her HB (June HB Deduction Pays for July Coverage). | | | HB Accepted (Timely). | 4/1/15 | 3A | 3/1/15: Enrollment Forms Returned to Accept HB. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/15: Admin Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | |
| ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Voluntarily Cancelled. | 07/31/15 | 5B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/15/15: Employee Submits Documentation to Voluntarily Cancel His/her HB (June HB Deduction Pays for July Coverage). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Accepted (Timely). | 4/1/15 | 3A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/1/15: Enrollment Forms Returned to Accept HB. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/28/15: Admin Waiting Period Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/10/15: HB Eligible Appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

ACA Status Code 5C (Temporarily Suspended)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---|---|-----------------------|--------------------------|------------|---------------------------------|-----------------|-----------|--|--|--|--|--------|----|---|--|--|--|--------|----|------------------------------|--|--|---|---------|----|-----------------------------------|--|--|-----------------------|--------------------------|------------|---------------------------------|-----------------|-----------|
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| 5C | <p>Health Benefits Temporarily Suspended because a <u>HB covered employee does not have enough pay for a HB deduction to be taken (regardless of whether or not employee is on Direct Pay)</u>:</p> <ul style="list-style-type: none"> An employee's HB Coverage is interrupted by some type of non-permanent unpaid status where no pay is issued or not enough pay is issued to deduct HB; and the employee did not elect to continue HB Coverage via Accounts Receivable or supplementation. Some reasons for the unpaid status include, but are not limited to: <ul style="list-style-type: none"> ➤ Leave of Absence ➤ Temporary Separation ➤ Any situation where a HB covered employee is not permanently separated, but is not paid enough in a Pay Period to have Health Benefits Deducted. | <p>If an employee is not permanently separated, but is not being paid – or is not being paid enough – to deduct Health Benefits – AND no arrangements are made to continue payment for his/her HB coverage (via Accounts Receivables or supplementation), his/her Health Benefits must be 'Temporarily Suspended' while he/she is on unpaid status.</p> | <p>Last day of the month that the employee's HB coverage was effective.</p> | <p>Example 1: Employee currently receiving HB goes on a Leave of Absence effective 7/1/15. His/her June HB deduction paid for his/her July 2015 HB coverage.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Temporarily Suspended</td> <td>07/31/15</td> <td>5C</td> </tr> <tr> <td colspan="3">7/1/15: Employee Goes on a Leave of Absence. No Pay Issued and HB Not Continued via Direct Pay or AR.</td> </tr> <tr> <td>HB Accepted (Timely)/HB Coverage is Effective.</td> <td>4/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">3/1/15: Enrollment Forms Returned Timely to Accept HB Coverage.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/15: Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> <p>Example 2: Employee currently receiving HB does not receive enough pay to cover his/her share of HB premium. The last month in which HB deductions were taken funded coverage through the end of the subsequent month.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Temporarily Suspended</td> <td>09/30/15</td> <td>5C</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Temporarily Suspended | 07/31/15 | 5C | 7/1/15: Employee Goes on a Leave of Absence. No Pay Issued and HB Not Continued via Direct Pay or AR. | | | HB Accepted (Timely)/HB Coverage is Effective. | 4/1/15 | 3A | 3/1/15: Enrollment Forms Returned Timely to Accept HB Coverage. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/15: Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Temporarily Suspended | 09/30/15 | 5C |
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| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | |
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ACA Status Code 5D (Permanent Separation)

| ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|---|-----------------------|--------------------------|------------|----------------------|-----------------|-----------|---------------------------------------|--|--|--|--------|----|---|--|--|--|--------|----|------------------------------------|--|--|---|---------|----|-----------------------------------|--|--|
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| 5D | <p>Health Benefits Cancelled because <u>employee is permanently separated</u>:</p> <ul style="list-style-type: none"> Permanent separations require that Health Benefits be cancelled. Some examples of permanent separations that cause HB to be cancelled are: <ul style="list-style-type: none"> Disability Retirement Service Retirement Voluntary Resignation Involuntary Resignation Lay-Off | When an employee permanently separates, is disability retired or is laid off, his/her HB coverage must be cancelled. | Last day of the month that the employee's HB coverage was effective. | <p>Example: HB covered employee is Laid Off effective 6/29/15. His/her June payment/HB deduction paid for his/her July HB coverage.</p> <table border="1"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB Cancelled.</td> <td>07/31/15</td> <td>5D</td> </tr> <tr> <td colspan="3">6/29/15: Employee is Laid Off.</td> </tr> <tr> <td>HB Accepted (Timely)/HB Coverage is Effective.</td> <td>4/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">3/1/15: Enrollment Forms Returned to Accept HB.</td> </tr> <tr> <td>HB Offered at End of Admin Waiting Period.</td> <td>3/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">2/28/25: Admin Waiting Period Ends</td> </tr> <tr> <td>HB Not Offered/Admin Waiting Period Begins.</td> <td>2/10/15</td> <td>2D</td> </tr> <tr> <td colspan="3">2/10/15: HB Eligible Appointment.</td> </tr> </tbody> </table> | ACAS Related Scenario | ACA Tran. Effective Date | ACA Status | HB Cancelled. | 07/31/15 | 5D | 6/29/15: Employee is Laid Off. | | | HB Accepted (Timely)/HB Coverage is Effective. | 4/1/15 | 3A | 3/1/15: Enrollment Forms Returned to Accept HB. | | | HB Offered at End of Admin Waiting Period. | 3/1/15 | 1A | 2/28/25: Admin Waiting Period Ends | | | HB Not Offered/Admin Waiting Period Begins. | 2/10/15 | 2D | 2/10/15: HB Eligible Appointment. | | |
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Employee Reinstates after a Permanent Separation

If an employee reinstates after a permanent separation, ACA Status Code reporting must begin again with the appropriate 'Health Benefits Not Offered' code for his/her type of appointment. See the Health Benefits Not Offered section of this document.

- 2A – Not HB Eligible
- 2A – Multiple Positions and HB Not Administered by this Position
- 2B – Permanent Intermittent Employee Must Work Qualifying Hours in a Control Period
- 2D – HB Eligible Employee Must Serve Administrative Waiting Period

Common Health Benefit Events Where No ACAS Update is needed

No ACAS Update is needed when any of the following Health Benefit events occur:

- Employee changes health plans or carriers.
- Employee adds or deletes dependents.
- Employee transfers between departments/campuses without a change to his/her HB Eligibility.
- A Permanent Intermittent employee completes a Control Period and his/her HB Eligibility status is unchanged:
 - Employee qualified for and accepted benefits in the previous Control Period and continues to qualify in the most recent Control Period.
 - Employee did not qualify for benefits in the previous Control Period and still does not qualify in the most recent Control Period.
- An employee with HB coverage is temporarily separated AND HB COVERAGE PAYMENTS CONTINUE.
 - An employee's HB coverage is NOT DISRUPTED if he/she is on an unpaid leave, but makes arrangements for continuous payment of coverage (via Accounts Receivable or supplementation).
 - Employee's ACAS record will remain in an "Accepted" status.
 - See page 29 for employees who are on Direct Pay.

