

Affordable Care Act System

(ACAS) Job Aid

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TABLE OF CONTENTS

How to Use This Document	3
Health Coverage Notice Date (HCND).....	4
Update HCND Only (Optional)	4
Health Benefits Not Offered	6
ACA Status Code 2A (Employee Does Not Meet Health Benefits Eligibility Criteria)	6
New Hire Not Eligible for Health Benefits.....	6
Additional Position – Position Does Not Administer Employee’s Health Benefits	7
Employee’s 18-Month COBRA Eligibility Period Ends – Health Benefits Ineligible Tenure/Timebase.	8
ACA Status Code 2B (Permanent Intermittent Employee Not Yet Eligible for Health Benefits)	9
ACA Status Code 2D (New Hire/Employee Newly Eligible for Health Benefits and Must Serve Administrative Waiting Period).....	11
Health Benefits Administrative Waiting Period	11
Permanent Intermittent (PI) Employee Newly Eligible for Health Benefits and Must Serve Administrative Waiting Period.....	12
Health Benefits Offered	14
ACA Status Code 1A (Health Benefits Offered to Employee)	14
Newly Hired Health Benefits Eligible Employee – Administrative Waiting Period Completed	14
Employee Newly Eligible for Health Benefits – Administrative Waiting Period Completed	15
Permanent Intermittent Employee Newly Eligible for Health Benefits – Administrative Waiting Period Completed.....	16
ACA Status COBRA Offer for Active Employees (1B, 1C, 1D, or 1E).....	18
COBRA Offer after ACA Status Code 5A (Health Benefits Administratively Canceled).....	18
Health Benefits Accepted	21
ACA Status Code 3A (Health Benefits Accepted Timely)	21
ACA Status Code 3B (Health Benefits Accepted Late)	25

Health Benefits Declined.....	26
ACA Status Code 4A (Health Benefits Declined Timely)	26
ACA Status Code 4B (Health Benefits Administratively Declined).....	28
Health Benefits Canceled or Temporarily Suspended	29
ACA Status Code 5A (Administrative Cancelation)	29
ACA Status Code 5B (Voluntary Cancelation)	30
ACA Status Code 5C (Temporarily Suspended).....	31
ACA Status Code 5D (Discontinued 11/20/2017)	33
Permanent Separation.....	34
ACA Status Code 6A (Permanent Separation)	34
Employee Reinstates after a Permanent Separation.....	36
Common Health Benefit Events Where No ACAS Update is needed	36

How to Use This Document

This document provides scenario specific assistance for updating the ACAS. 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 should be updated to reflect the appropriate ACA related information.
1. Look in the Table of Contents for the general topic of the HB and/or employment status that applies to your employee.
 2. Proceed to the appropriate section for specific scenarios related to that topic.
 3. Each section provides a description for:
 - a. A specific ACA Status Code,
 - b. HB events associated with each ACA Status Code,
 - c. Instructions for entering the correct effective date for each ACA Status Code, and
 - d. Examples on how each ACA Status Code should be keyed in 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 ACA Online Support.
 - a. Phone: (916) 322-3770
 - b. Email: acasupport@sco.ca.gov

Health Coverage Notice Date (HCND)

Update HCND Only (Optional)

ACAS Entry Requirement for Updating the Health Coverage Notice Date (HCND)																								
ACA Code	HB Related Event That Prompts ACAS Update	Additional Information Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples																				
N/A	<p>Health Coverage Notice Date (Optional)</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 HB eligible. The HCND should reflect the date the Marketplace Options Notice was provided to the employee. (Refer to: CalHR’s Human Resources Manual, section 1402 Affordable Care Act) 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 	<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 keyed in ACAS, the HCND will continue to carry forward into all future ACA transactions. This field is optional and should be used at the direction of the agency/campus. 	<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><i>Example 1: 2/13/15: The HR office provides the Health Insurance Marketplace Coverage Options Notice to employee.</i></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 can be updated with the HCND.</td> <td>BLANK</td> <td>BLANK</td> <td>02/13/2015</td> </tr> <tr> <td>Note: No ACAS transaction effective date is needed to update only the HCND field.</td> <td></td> <td></td> <td></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>ACA Status Code that 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 can be updated with the HCND.	BLANK	BLANK	02/13/2015	Note: No ACAS transaction effective date is needed to update only the HCND field.				The employee’s ACA Status Code was already updated on ACAS; however, the HCND was not yet updated.	2/10/15	ACA Status Code that applies to emp.	BLANK	2/10/15: An employee is hired – whether HB eligible or not.			
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ACAS Entry Requirement for Updating the Health Coverage Notice Date (HCND)

ACA Code	HB Related Event That Prompts ACAS Update	Additional Information Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples								
N/A	record, the new department/campus can enter the date they provided the Health Insurance Marketplace Coverage Options Notice to the employee.			<p><i>Example 2: 2/10/15: An employee is hired – whether HB eligible or not.</i></p> <table border="1" data-bbox="1220 456 1944 737"> <thead> <tr> <th data-bbox="1220 456 1499 565">ACAS Related Scenario</th> <th data-bbox="1499 456 1629 565">ACA Tran. Eff. Date</th> <th data-bbox="1629 456 1787 565">ACA Status</th> <th data-bbox="1787 456 1944 565">HCN Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="1220 565 1499 737"><i>When ACA status is updated in ACAS, the HCND is also keyed.</i></td> <td data-bbox="1499 565 1629 737"><i>2/10/15</i></td> <td data-bbox="1629 565 1787 737"><i>ACA Status Code that applies to emp.</i></td> <td data-bbox="1787 565 1944 737"><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>ACA Status Code that applies to emp.</i>	<i>2/10/2015</i>
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Health Benefits Not Offered

ACA Status Code 2A (Employee Does Not Meet Health Benefits 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 Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples						
2A	<p>ACA Status Code (2A): HB not offered to a newly hired employee whose appointment is not eligible for HB.</p> <ul style="list-style-type: none"> • Employee’s Appointment (e.g., tenure/time base) does not meet HB eligibility criteria, e.g.: <ul style="list-style-type: none"> ○ Temporary or Limited-Term Intermittent; ○ Seasonal Clerk; ○ Student Assistant; ○ Retired Annuitant; ○ Youth Aid; ○ Temporary Appointment (TAU) 6 months or less; ○ Time base is less than halftime. 	<p>HB cannot be offered to an employee whose appointment is not eligible for HB. ACA status will remain as 2A until the employee is hired into a HB eligible appointment.</p>	<p>Date of hire to HB ineligible appointment.</p>	<p><i>Example: New hire 2/10/15: Temporary Intermittent employee is not eligible for HB</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <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>
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Additional Position – 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 Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples						
2A	<p>ACA Status Code (2A): HB 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 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 1: 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" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">ACAS Related Scenario</th> <th style="text-align: center;">ACA Tran. Effective Date</th> <th style="text-align: center;">ACA Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>HB not offered – in this position</i></td> <td style="text-align: center;"><i>2/10/15</i></td> <td style="text-align: center;"><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>
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Employee's 18-Month COBRA Eligibility Period Ends – Health Benefits Ineligible Tenure/Timebase.

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																																					
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2A	<p>ACA Status Code (2A): HB not offered to an existing employee whose 18-month COBRA eligibility period has ended and the employee is currently not eligible for HB.</p> <ul style="list-style-type: none"> Employee and his/her spouse and dependent(s) were offered COBRA coverage and the COBRA eligibility period has reached the 18-month term limit. 	<p>An employee's health coverage is canceled due to a COBRA qualifying event (e.g. reduction in hours or change in tenure/time base). The employee is offered COBRA coverage. The employee's COBRA eligibility period has reached 18 months. If the employee remains HB ineligible a 2A ACA Status Code should be keyed the first day of the month following the end of the employee's 18-month COBRA eligibility period.</p>	<p>The first day of the month following the end of the employee's 18-month COBRA eligibility period.</p>	<p>Example 2: Effective 6/15/16, an employee changes their appointment to a HB ineligible appointment. The employee's health coverage was canceled due to a COBRA qualifying event (e.g. reduction in hours or change in tenure/time base) and the employee was offered COBRA coverage for up to 18 months. The employee's 18-month COBRA eligibility period expired 1/31/18.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">ACAS Related Scenario</th> <th style="text-align: center;">ACA Tran Effective Date</th> <th style="text-align: center;">ACA Status</th> </tr> </thead> <tbody> <tr> <td>HB not offered – employee not HB eligible</td> <td style="text-align: center;">2/1/18</td> <td style="text-align: center;">2A</td> </tr> <tr> <td>COBRA HB offered</td> <td style="text-align: center;">8/01/16</td> <td style="text-align: center;">1E¹</td> </tr> <tr> <td>HB not offered – employee not HB eligible</td> <td style="text-align: center;">8/01/16</td> <td style="text-align: center;">2A</td> </tr> <tr> <td>HB administratively canceled</td> <td style="text-align: center;">7/31/16</td> <td style="text-align: center;">5A</td> </tr> <tr> <td colspan="3">6/15/16: Appointment to HB ineligible appointment</td> </tr> <tr> <td>HB accepted (timely)</td> <td style="text-align: center;">3/1/15</td> <td style="text-align: center;">3A</td> </tr> <tr> <td>HB offered the day following completion of the admin waiting period</td> <td style="text-align: center;">2/1/15</td> <td style="text-align: center;">1A</td> </tr> <tr> <td colspan="3">1/31/15: HB admin waiting period ends</td> </tr> <tr> <td>HB not offered – admin waiting period begins</td> <td style="text-align: center;">1/1/15</td> <td style="text-align: center;">2D</td> </tr> <tr> <td colspan="3">1/1/15: HB eligible employee appointed</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran Effective Date	ACA Status	HB not offered – employee not HB eligible	2/1/18	2A	COBRA HB offered	8/01/16	1E¹	HB not offered – employee not HB eligible	8/01/16	2A	HB administratively canceled	7/31/16	5A	6/15/16: Appointment to HB ineligible appointment			HB accepted (timely)	3/1/15	3A	HB offered the day following completion of the admin waiting period	2/1/15	1A	1/31/15: HB admin waiting period ends			HB not offered – admin waiting period begins	1/1/15	2D	1/1/15: HB eligible employee appointed		
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¹ Note: In this scenario, ACA Status Code 1E was keyed to show an offer of COBRA coverage to an active employee, their spouse, and dependents. Use of COBRA ACA Status Codes 1B, 1C, or 1D are also applicable depending on who was covered under the employee's HB coverage at the time of the COBRA qualifying event.

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

Permanent Intermittent employees must work a qualifying number of hours in a control period before they are eligible for HB.

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																						
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2B	<p>ACA Status Code (2B): <u>HB not offered to a Permanent Intermittent (PI) employee who must work a qualifying number of hours in a control period before he/she is eligible for HB.</u></p> <ul style="list-style-type: none"> PI employees are not <u>HB eligible</u> until they work a qualifying number of hours in a control period. 	<p>When PI employees are first hired, they are not considered HB eligible until they work a qualifying number of hours in a control period.</p> <p>Control periods for PI employees are effective from January through June and July through December. The ACA Status Code will remain 2B until the employee completes a qualifying number of hours in a control period.</p>	Date of hire to PI position.	<p>Example 1: Effective 2/10/15, a PI employee is newly appointed.</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 employee must work qualifying hours in a control period</i></td> <td>2/10/15</td> <td>2B</td> </tr> </tbody> </table> <p>Example 2: PI employee was hired on 2/1/15. On 06/30/15, he/she completed his/her first control period (Jan – June) and he/she DID NOT work a qualifying number of hours in the control period. No update to ACAS is required.</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 – (No change to ACA status)</i></td> <td>No change</td> <td>No change</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 ACA status)</td> </tr> <tr> <td>PI employee appointed HB not offered/PI must work a qualifying number of hours in a control period to become HB eligible</td> <td>2/1/15</td> <td>2B</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>HB not offered: PI employee must work qualifying hours in a control period</i>	2/10/15	2B	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>HB not offered – (No change to ACA status)</i>	No change	No change	6/30/15: Jan – June control period ends and employee DID NOT work a qualifying number of hours (No change to ACA status)			PI employee appointed HB not offered/PI must work a qualifying number of hours in a control period to become HB eligible	2/1/15	2B
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ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event

ACA Code	HB Related Event That Requires ACAS Update	Additional Information Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples																																	
2B	<p>ACA Status Code (2B): HB not offered to a PI employee who declines coverage and does not work a qualifying number of hours in the next control period to continue their HB eligibility.</p> <p><u>PI employees are not HB eligible until they work a qualifying number of hours in a control period.</u></p>	<p>When PI employees work a qualifying number of hours in a control period (from January through June or July through December) they are considered HB eligible for a period of up to 6 months following their offer of HB coverage.</p> <p>If the PI employee declines the offer of HB the 4A ACA Status Code will be keyed to show the decline of HB coverage. The PI employee must work a qualifying number of hours in the next control period to remain HB eligible.</p> <p>At the end of the next control period if the employee does not work a qualifying number of hours, the 2B ACA Status Code will be keyed at the end of the PI employee’s HB eligibility period to show that the PI employee must work a new qualifying control period.</p>	1 st of the month following the end of employee’s HB eligibility.	<p>Example 3: PI employee who declines HB after working a qualifying number of hours during his/her control period and no longer qualifies after his/her HB eligibility ends.</p> <table border="1" data-bbox="1192 456 1934 1127"> <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: PI employee must work qualifying hours in control period</td> <td>2/1/16</td> <td>2B</td> </tr> <tr> <td colspan="3">1/31/16: Employee HB eligibility ends</td> </tr> <tr> <td colspan="3">12/31/15: July – December control period ends and employee did not work a qualifying number of hours</td> </tr> <tr> <td>HB declined (timely) by employee</td> <td>8/1/15</td> <td>4A</td> </tr> <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: January – June control period ends and employee worked a qualifying number of hours in a control period</td> </tr> <tr> <td>HB not offered: PI employee must work qualifying hours in control period</td> <td>2/10/15</td> <td>2B</td> </tr> <tr> <td colspan="3">2/10/15: PI employee appointed</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	HB not offered: PI employee must work qualifying hours in control period	2/1/16	2B	1/31/16: Employee HB eligibility ends			12/31/15: July – December control period ends and employee did not work a qualifying number of hours			HB declined (timely) by employee	8/1/15	4A	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: January – June control period ends and employee worked a qualifying number of hours in a control period			HB not offered: PI employee must work qualifying hours in control period	2/10/15	2B	2/10/15: PI employee appointed		
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ACA Status Code 2D (New Hire/Employee Newly Eligible for Health Benefits and Must Serve Administrative Waiting Period)

Health Benefits Administrative Waiting Period

New hire to a HB eligible appointment or previously HB ineligible employee becomes newly eligible for HB; employee must serve an administrative waiting period until eligible to enroll in HB coverage.

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																						
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2D	<p>ACA Status Code (2D): HB not offered to a newly hired employee who is eligible for HB. Employee must first serve a HB administrative waiting period until he/she is eligible to enroll in HB:</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. 	<p>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 (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>	<p>Date of new hire.</p> <p>Date of hire to HB eligible appointment.</p>	<p>Example 1: Effective 2/10/15, employee is newly hired to a HB eligible appointment.</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> <p>Example 2: Employee was previously not HB eligible. Effective 4/10/15, he/she is hired to a HB eligible appointment.</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">4/10/15 Employee hired to HB eligible appointment</td> </tr> <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 – 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>4/10/15</i>	<i>2D</i>	4/10/15 Employee hired to HB eligible appointment			<i>HB not offered – employee not HB eligible</i>	<i>2/10/15</i>	<i>2A</i>
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Permanent Intermittent (PI) Employee Newly Eligible for Health Benefits and Must Serve Administrative Waiting Period

PI employee worked a qualifying number of hours in a control period and becomes newly eligible for HB. The PI employee must serve an administrative waiting period until eligible to enroll in HB 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 Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples												
2D	<p>ACA Status Code (2D): HB not offered to a PI employee who must work a qualifying number of hours in a 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 serve a waiting period before HB coverage can begin. 	<p>An administrative waiting period exists from the date an employee becomes “Newly Eligible” for HB (in this case, when the PI employee worked a qualifying number of hours in a 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.”</p>	<p>The first calendar day of the month immediately following completion of the control period.</p> <p>Control periods are January through June and July through December.</p> <p>This effective date will always be July 1st (07/01/XX) or January 1st (01/01/XX).</p>	<p><i>Example 1: PI employee was hired on 2/1/15. On 6/30/15, he/she completed his/her first control period (January – June). He/she becomes newly eligible for HB effective 7/1/15 based on the number of hours worked in the control period and admin waiting period begins.</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>7/1/15</i></td> <td><i>2D</i></td> </tr> <tr> <td colspan="3"><i>6/30/15: Jan – June control period ends and employee worked a qualifying number of hours</i></td> </tr> <tr> <td>PI employee appointed HB not offered: PI must work a qualifying number of hours in a control period to become HB eligible</td> <td>2/1/15</td> <td>2B</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>HB not offered – admin waiting period begins</i>	<i>7/1/15</i>	<i>2D</i>	<i>6/30/15: Jan – June control period ends and employee worked a qualifying number of hours</i>			PI employee appointed HB not offered: PI must work a qualifying number of hours in a control period to become HB eligible	2/1/15	2B
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ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event

ACA Code	HB Related Event That Requires ACAS Update	Additional Information Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples												
2D				<p><i>Example 2: PI employee was hired on 2/1/15. On 12/31/15, he/she worked a qualifying number of hours in the July – December control period. He/she becomes newly eligible for HB effective 1/1/16 based on the number of hours worked in the control period and admin waiting period begins.</i></p> <table border="1" data-bbox="1039 553 1934 850"> <thead> <tr> <th data-bbox="1039 553 1585 618">ACAS Related Scenario</th> <th data-bbox="1585 553 1801 618">ACA Tran. Effective Date</th> <th data-bbox="1801 553 1934 618">ACA Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="1039 618 1585 654"><i>HB not offered – admin waiting period begins</i></td> <td data-bbox="1585 618 1801 654"><i>1/1/16</i></td> <td data-bbox="1801 618 1934 654"><i>2D</i></td> </tr> <tr> <td colspan="3" data-bbox="1039 654 1934 719"><i>12/31/15: Jul - Dec control period ends and employee worked a qualifying number of hours</i></td> </tr> <tr> <td data-bbox="1039 719 1585 850">PI employee appointed HB not offered: PI must work a qualifying number of hours in control period to become HB eligible.</td> <td data-bbox="1585 719 1801 850">2/1/15</td> <td data-bbox="1801 719 1934 850">2B</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>HB not offered – admin waiting period begins</i>	<i>1/1/16</i>	<i>2D</i>	<i>12/31/15: Jul - Dec control period ends and employee worked a qualifying number of hours</i>			PI employee appointed HB not offered: PI must work a qualifying number of hours in control period to become HB eligible.	2/1/15	2B
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Health Benefits Offered

ACA Status Code 1A (Health Benefits Offered to Employee)

Newly Hired Health Benefits Eligible Employee – Administrative Waiting Period Completed

A newly hired, HB eligible employee has completed the administrative waiting period and is now eligible to enroll in HB 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 Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples															
1A	<p>ACA Status Code 1A: HB 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. 	<p>When an employee is hired to a HB eligible appointment, he/she must serve an administrative waiting period before he/she can enroll in HB coverage. 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 enroll in HB coverage.</p>	<p>The first calendar day of the month following the month in which the HB eligible appointment 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 enroll in HB coverage.</p> <p>This is also the first calendar day of the month following the administrative waiting period.</p>	<p>Example 1: Employee hired to HB eligible appointment. For ACA purposes, a ‘Newly Hired HB Eligible Employee’ is “offered” HB on the first day of the month following his/her qualifying appointment and completion of the administrative 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>HB offered the day following completion of the admin waiting period</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	HB offered the day following completion of the admin waiting period	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		
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Employee Newly Eligible for Health Benefits – Administrative Waiting Period Completed

A previously HB ineligible employee became newly HB eligible by increasing his/her time base, and has completed the administrative waiting period. This employee is now eligible to enroll in HB 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 Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples																					
1A	<p>ACA Status Code 1A: HB offered to a newly HB eligible employee (due to a change in tenure/time base). Employee has completed the 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. 	<p>Very similar to the newly hired, HB eligible scenario above. When an employee becomes newly HB eligible due to a changed tenure/time base, he/she must serve an administrative waiting period before he/she can enroll in HB coverage. The waiting period begins with the permitting event date (tenure/time base change) through the end of the permitting event month. During the administrative 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 administrative waiting period. This is also the earliest date the employee could enroll in HB coverage.</p>	<p>The first calendar 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 enroll in HB coverage.</p> <p>This is also the first calendar day of the month following the administrative waiting period.</p>	<p>Example 2: An employee’s tenure/time base increased, making him/her HB eligible. For ACA purposes, a ‘Newly HB eligible employee’ is “offered” HB on the first day of the month following his/her permitting event and completion of his/her admin 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>HB offered the day following completion of the admin waiting period</td> <td>5/1/15</td> <td>1A</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 appointment</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	HB offered the day following completion of the admin waiting period	5/1/15	1A	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 appointment			HB not offered – employee not HB eligible	2/10/15	2A	2/10/15: New hire – Temporary Intermittent employee is not eligible for HB		
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2/10/15: New hire – Temporary Intermittent employee is not eligible for HB																									

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

A PI employee became newly HB eligible by working a qualifying number of hours in a control period and has completed the administrative waiting period. This employee is now eligible to enroll in HB 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 Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples																					
1A	<p>ACA Status Code 1A: HB offered to a PI 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 to enroll in HB coverage. 	<p>PI employees must work a qualifying number of hours in a 6 month control period (January through June or July through December) to become HB eligible. Once the employee works a qualifying number of hours in a control period, he/she must serve an administrative waiting period before he/she can enroll in HB coverage. The administrative waiting period begins with the first calendar day of the month following the control period and ends on the last calendar day of that month.</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 enroll in HB coverage.</p> <p>For PI employees, the earliest possible HB coverage date is the first calendar day of the month following completion of the administrative waiting period, which follows completion of a qualifying control period.</p> <ul style="list-style-type: none"> Control periods are January through June 	<p>Example 1: PI employee works a qualifying number of hours in the January through June control period. He/she is offered HB 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 a qualifying number of hours in a control period to become HB eligible</td> <td>2/10/15</td> <td>2B</td> </tr> <tr> <td colspan="3">2/10/15: PI employee appointed</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 a qualifying number of hours in a control period to become HB eligible	2/10/15	2B	2/10/15: PI employee appointed		
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1A		<p>During the administrative waiting period, the employee's ACA status is considered 'Health Benefits Not Offered'. The "Health Benefits Offered" effective date is equal to the first calendar day of the month following the administrative waiting period. This is also the earliest date the employee could enroll in HB coverage.</p>	<p>and July through December.</p> <ul style="list-style-type: none"> Administrative waiting periods begin 7/01/XX or 1/01/XX. "HB offered" dates are 8/01/XX and 02/01/XX. 	<p>Example 2: PI employee works a qualifying number of hours in the July through December control period. He/she is offered HB 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> <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 ACA status)</td> </tr> <tr> <td>HB not offered: PI must work a qualifying number of hours in control period to become HB eligible</td> <td>2/10/15</td> <td>2B</td> </tr> <tr> <td colspan="3">2/10/15: PI employee appointed</td> </tr> </tbody> </table>	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	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 ACA status)			HB not offered: PI must work a qualifying number of hours in control period to become HB eligible	2/10/15	2B	2/10/15: PI employee appointed		
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ACA Status COBRA Offer for Active Employees (1B, 1C, 1D, or 1E)

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

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																																		
ACA Code	HB Related Event That Requires ACAS Update	Additional Information Regarding HB Related Event and/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples																														
1B	<p>ACA Status Code 1B: COBRA HB offered to an active employee ONLY, whose health coverage was canceled due to a COBRA qualifying event.</p> <ul style="list-style-type: none"> Employee changes tenure or time base to a HB ineligible appointment and his/her health benefits are administratively canceled due to loss of eligibility. PI employee worked an insufficient number of hours in a control period and his/her health benefits are administratively canceled due to loss of eligibility. 	<p>Effective 1/1/16, the COBRA Status Codes are used to indicate that COBRA coverage is offered to an active (not permanently separated) employee (and eligible spouse and/or dependents) whose health coverage was canceled due to a COBRA qualifying event (e.g. reduction in hours or change in tenure/time base). A 1B ACA Status Code should be keyed on the 1st of the month after the employee's HB eligibility has ended.</p>	<p>First calendar day of the month following the cancellation of HB due to the loss of eligibility.</p> <p>(The earliest effective date that can be used for COBRA ACA Status Codes 1B - 1E is 01/01/16)</p>	<p><i>Example 1: Effective 6/15/16, an employee changed from a HB eligible to a HB ineligible appointment. His/her ACA status was updated to show that HB were administratively canceled and the employee is no longer HB eligible. The ACAS must be updated to show that the employee 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>8/1/16</td> <td>1B²</td> </tr> <tr> <td>HB ineligible appointment – HB not offered</td> <td>8/1/16</td> <td>2A</td> </tr> <tr> <td>HB administratively canceled</td> <td>7/31/16</td> <td>5A</td> </tr> <tr> <td colspan="3">6/15/16: Appointment to HB ineligible appointment</td> </tr> <tr> <td>HB accepted (timely)</td> <td>3/1/15</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>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	COBRA HB Offered	8/1/16	1B²	HB ineligible appointment – HB not offered	8/1/16	2A	HB administratively canceled	7/31/16	5A	6/15/16: Appointment to HB ineligible appointment			HB accepted (timely)	3/1/15	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		
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² Note: The keying process for the COBRA ACA Status Codes 1B – 1E is the same. In this scenario ACA Status Code 1B was keyed to show an offer of COBRA coverage to an active employee only. Use of COBRA ACA Status Codes 1C, 1D, or 1E are also applicable depending on who was covered under the employee's HB coverage at the time of the COBRA qualifying event.

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																																														
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1D	<p>ACA Status Code (1D): COBRA HB offered to an active employee and their spouse (not dependents) when the employee does not work a qualifying number of hours in a control period to stay eligible for HB.</p> <ul style="list-style-type: none"> Employee changes tenure or time base to a HB ineligible appointment and his/her health benefits are canceled due to loss of eligibility. PI employee worked an insufficient number of hours in a control period and his/her health benefits are canceled due to loss of eligibility. 	<p>Effective 1/1/16, the COBRA Status Codes are used to indicate that COBRA coverage is offered to an active (not permanently separated) employee (and eligible spouse and/or dependents) whose health coverage was canceled due to a reduction in hours or change in tenure/time base. A 1D ACA Status Code should be keyed on the 1st of the month after the employee's HB eligibility has ended.</p>	<p>1st of the month after the employee's HB eligibility has ended.</p> <p>(The earliest effective date that can be used for COBRA ACA Status Codes 1B - 1E is 01/01/16)</p>	<p>Example 2: A previously HB eligible PI employee lost HB eligibility because he/she did not work a qualifying number of hours in the July through December control period and his/her HB coverage is canceled. Now ACAS must be updated to show that HB is not offered until he/she works a qualifying number of hours in the new control period and that the PI employee was offered COBRA 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>COBRA HB offered</td> <td>2/1/16</td> <td>1D³</td> </tr> <tr> <td>HB not offered/PI must work qualifying hours in new control period</td> <td>2/1/16</td> <td>2B</td> </tr> <tr> <td>HB administratively canceled</td> <td>1/31/16</td> <td>5A</td> </tr> <tr> <td colspan="3">1/31/16: Employee HB eligibility ends</td> </tr> <tr> <td colspan="3">12/31/15: July – December control period ends and employee DID NOT work a qualifying number of hours</td> </tr> <tr> <td>HB accepted timely</td> <td>8/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">8/1/15: Employee returns enrollment forms and accepts HB</td> </tr> <tr> <td>HB offered</td> <td>8/1/15</td> <td>1A</td> </tr> <tr> <td colspan="3">07/31/15 Admin waiting period ends</td> </tr> <tr> <td>HB not offered admin waiting period</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 a qualifying number of hours in control period to become HB eligible</td> <td>2/10/15</td> <td>2B</td> </tr> <tr> <td colspan="3">2/10/15: PI employee appointed</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	COBRA HB offered	2/1/16	1D³	HB not offered/PI must work qualifying hours in new control period	2/1/16	2B	HB administratively canceled	1/31/16	5A	1/31/16: Employee HB eligibility ends			12/31/15: July – December control period ends and employee DID NOT work a qualifying number of hours			HB accepted timely	8/1/15	3A	8/1/15: Employee returns enrollment forms and accepts HB			HB offered	8/1/15	1A	07/31/15 Admin waiting period ends			HB not offered admin waiting period	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 a qualifying number of hours in control period to become HB eligible	2/10/15	2B	2/10/15: PI employee appointed		
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³ Note: The keying process for the COBRA ACA Status Codes 1B – 1E is the same. In this scenario ACA Status Code 1D was keyed to show an offer of COBRA coverage to an active employee and their spouse (not dependents). Use of COBRA ACA Status Codes 1B, 1C, or 1E are also applicable depending on who was covered under the employee's HB coverage at the time of the COBRA qualifying event.

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⁴ Note: The keying process for the COBRA ACA Status Codes 1B – 1E is the same. In this scenario ACA Status Code 1C was keyed to show an offer of COBRA coverage to the employee and their dependents (not spouse). Use of COBRA ACA Status Codes 1B, 1C, or 1E are also applicable depending on who was offered an opportunity to enroll in COBRA coverage at the time of the COBRA qualifying event.

Health Benefits Accepted

ACA Status Code 3A (Health Benefits Accepted Timely)

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																									
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3A	<p>ACA Status Code 3A: HB accepted (timely) by employee who submits enrollment forms TIMELY to enroll in HB:</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 to HB eligible appointment or when PI employee completes a qualifying number of hours in a control period). Note: the 60 calendar day period begins on the same date as the permitting event. <p>NOTE: ACA Status Code 3A can be keyed directly following these situations:</p> <ul style="list-style-type: none"> After a 4A HB declined; After a 4B, if enrolling due to a permitting event; 	<p>To begin HB coverage in a timely manner, an employee must return his/her enrollment forms within 60 days of his/her HB permitting event.</p> <p>The HB acceptance date is considered to be the actual date that health benefits are effective. This may or may not be the same date as the 'Health Benefits Offered' date.</p>	<p>The first calendar 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>	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		
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3A	<ul style="list-style-type: none"> After a 5B HB voluntarily canceled; After a 5C HB temporarily suspended. 			<p>Example 2: Forms returned <u>same date</u> as ‘Health Benefits Offered’. ‘Health Benefits Accepted’ date is the first day of the month following the date enrollment forms are submitted by the employee.</p> <table border="1" data-bbox="1192 560 1938 958"> <thead> <tr> <th>ACAS Related Scenario</th> <th>ACA Tran. Effective Date</th> <th>ACA Status</th> </tr> </thead> <tbody> <tr> <td><i>HB accepted (timely) – HB coverage is effective</i></td> <td>4/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">3/1/15: Enrollment forms returned timely – same date as HB offered</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	<i>HB accepted (timely) – HB coverage is effective</i>	4/1/15	3A	3/1/15: Enrollment forms returned timely – same date as HB offered			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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ACA Status Code 3B (Health Benefits Accepted Late)

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Health Benefits Declined

ACA Status Code 4A (Health Benefits Declined Timely)

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4A	<p>ACA Status Code 4A: HB declined (timely) by an employee who submits enrollment forms and declines HB:</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 or when a PI worked a qualifying number of hours in a 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 enroll in HB coverage, as outlined in benefit eligibility rules. This is the first calendar day of the month following the month in which the permitting event occurred.</p>	<p>Example 1: On 4/3/15 HB enrollment forms are returned timely and HB declined by employee.</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 declined (timely) by employee</td> <td>3/1/15</td> <td>4A</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 declined (timely) by employee	3/1/15	4A	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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ACA Status Code 4B (Health Benefits Administratively Declined)

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																									
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4B	<p>ACA Status Code 4B: HB administratively declined for an employee who DOES NOT return HB enrollment forms within 60 days:</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 or when a PI worked a qualifying number of hours in a control period). Note: the 60-day calendar period begins on the same date as the permitting event date. 	<p>To begin HB coverage in a timely 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, HB 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 (ACAS Status Code 4B) 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. HB 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		
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Health Benefits Canceled or Temporarily Suspended

ACA Status Code 5A (Administrative Cancellation)

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																															
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5A	<p>ACA Status Code 5A: HB administratively canceled for an employee, who <u>was previously HB eligible and was enrolled in HB coverage, but loses his/her eligibility:</u></p> <ul style="list-style-type: none"> Employee changes to a HB ineligible appointment and their HB are canceled. PI employee works an insufficient number of hours in a control period and their HB are canceled. 	<p>When an employment status change also changes an employee's HB status from eligible to ineligible, this change must be documented in ACAS.</p> <p>Note: The 2A and COBRA ACA Status Codes will be the next transaction in this series. COBRA coverage is offered to an active (not permanently separated) employee and eligible spouse and/or dependents whose health coverage was canceled due to a COBRA qualifying event (e.g. reduction in hours or change in tenure/time base). For more on COBRA Status Codes see pages 18 - 20.</p>	<p>The last calendar day of the month that the employee's HB coverage was effective.</p>	<p>Example 1: Effective 6/15/15, an employee changes from a HB eligible to a HB ineligible appointment. 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 canceled</td> <td>7/31/15</td> <td>5A</td> </tr> <tr> <td colspan="3">6/15/15: Appointment to HB ineligible appointment</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>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	HB administratively canceled	7/31/15	5A	6/15/15: Appointment to HB ineligible appointment			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		
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ACA Status Code 5B (Voluntary Cancellation)

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5B	<p>ACA Status Code 5B: Employee voluntarily canceled his/her HB.</p> <ul style="list-style-type: none"> Employee submits documentation to voluntarily cancel his/her HB. 	Employees who are enrolled in HB may 'Voluntarily Cancel' their benefits at any time.	The last calendar day of the month that the employee's HB coverage was effective.	<p><i>Example: Employee submits HB cancelling documentation in June 2015. His/her June HB deduction pays for his/her July 2015 HB 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><i>HB voluntarily canceled</i></td> <td><i>07/31/15</i></td> <td><i>5B</i></td> </tr> <tr> <td colspan="3"><i>6/15/15: Employee submits documentation to voluntarily cancel his/her HB (June HB deduction pays for July coverage)</i></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 colspan="3">2/10/15: HB eligible appointment</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>HB voluntarily canceled</i>	<i>07/31/15</i>	<i>5B</i>	<i>6/15/15: Employee submits documentation to voluntarily cancel his/her HB (June HB deduction pays for July coverage)</i>			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		
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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>ACA Status Code 5C: HB temporarily suspended because the employee does not have enough pay for a HB deduction to be taken:</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. (e.g., employee was offered Direct Pay) 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 HB deducted. 	<p>If an employee is not permanently separated, but is not being paid – or is not being paid enough – to deduct HB – AND no arrangements are made to continue payment for his/her HB coverage via accounts receivable, his/her HB must be ‘Temporarily Suspended’ while he/she is on unpaid status.</p>	<p>The last calendar day of the month that the employee’s HB coverage was effective.</p>	<p>Example 1: Employee currently enrolled in HB goes on a leave of absence effective 7/1/15. The employee was offered Direct Pay to continue his/her HB. The employee’s 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 A/R</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	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 A/R			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		
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ACA Status Code 5D (Discontinued 11/20/2017)

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																																		
ACA Code	Discontinued 11/20/2017	Additional Information	Example of voiding a 5D transaction	ACAS Update Scenarios/Examples																														
5D	<p>ACA Status Code 5D: Previously: HB canceled because <u>employee is permanently separated</u>:</p> <p>Discontinued use of 5D as of 11/20/2017.</p> <p>If any changes need to be made to a 5D ACA Status Code after 11/20/2017, the 5D ACA Status Code will be replaced by the 6A ACA Status Code.</p>	<p>ACA Status Code 6A has replaced ACA status code 5D for permanent separations.</p> <p>The 6A ACA Status Code should be keyed on the first day of the calendar month following the employee's separation.</p>	<p>Example: In the following scenario the 5D needs to be voided to correct the error.</p>	<p>Example: Changes to a record with existing 5D ACA Status Code.</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>Employee is permanently separated</i></td> <td><i>7/1/15</i></td> <td><i>6A</i></td> </tr> <tr> <td><i>HB canceled</i></td> <td><i>7/31/15</i></td> <td><i>5DV</i></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>3/1/15</td> <td>3A</td> </tr> <tr> <td colspan="3">2/28/15: 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	<i>Employee is permanently separated</i>	<i>7/1/15</i>	<i>6A</i>	<i>HB canceled</i>	<i>7/31/15</i>	<i>5DV</i>	6/29/15: Employee is laid off			HB accepted (timely) – HB coverage is effective	3/1/15	3A	2/28/15: 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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Permanent Separation

ACA Status Code 6A (Permanent Separation)

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																			
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6A	<p>ACA Status Code 6A: Employee is permanently separated:</p> <ul style="list-style-type: none"> When a permanent separation is entered into employment history, an ACA Status Code 6A will be automatically populated into the employee's corresponding position in ACAS. 	<p>Any records rejected by the auto population program require manual ACAS updates. The following scenarios will result in a rejected record:</p> <ul style="list-style-type: none"> Records with no existing ACA Status Code; Current ACA Status Code is 5D; Out of sequence transaction. 	<p>The first day of the calendar month following the month of the employee's separation.</p>	<p>Example 1: The employee is laid off effective 6/29/15 and the 6A is auto populated.</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>Employee is permanently separated in EH and auto population of 6A is triggered</i></td> <td>7/1/2015</td> <td>6A</td> </tr> <tr> <td colspan="3">6/29/15: Employee is laid off</td> </tr> <tr> <td>HB not offered – admin waiting period begins</td> <td>2/10/15</td> <td>2B</td> </tr> <tr> <td colspan="3">2/10/15: PI employee appointed</td> </tr> </tbody> </table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>Employee is permanently separated in EH and auto population of 6A is triggered</i>	7/1/2015	6A	6/29/15: Employee is laid off			HB not offered – admin waiting period begins	2/10/15	2B	2/10/15: PI employee appointed		
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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 HB not offered section of this document.

- 2A – Employee is not HB eligible
- 2A – Employee has multiple positions and HB not administered by this position
- 2B – PI employee must work a qualifying number of hours in a control period
- 2D – HB eligible employee must serve an administrative waiting period

Common Health Benefit Events Where No ACAS Update is needed

No ACAS update is needed when any of the following HB 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 PI employee completes a control period and his/her HB eligibility status is unchanged:
 - Employee who qualified for HB in the previous control period and continues to be eligible for HB in the most recent control period.
 - Employee who did not qualify for HB in the previous control period and still does not qualify in the most recent control period.
- An employee with HB coverage is temporarily separated or goes on some type of unpaid Leave – 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.
 - Employee's ACAS record will remain in an "Accepted" status.