



TIPS FOR ACA REPORTING SUCCESS

The Affordable Care Act (ACA) has many implications for financial and human resource staff. Here are some tips and guidelines your school can use to set up for fulfilling the new reporting requirements.

TRACK AND EVALUATE

Track and evaluate employee hours for ACA to handle different measurement and stability periods – make sure that you offer coverage to employees working average of 30 hours/week or 130 hours/month during your measurement period. Coverage is valid for the next plan year.



OBTAIN INFORMATION

Develop, maintain or obtain Covered Individual information if printing your own 1095-C forms.



STRIVE FOR ACCURACY

Good faith reporting efforts will not be penalized by the IRS for 2015 – Strive for accuracy but make sure delivery is on time (provide 1095-C employee forms by 1/31/16 for 2015).



FIND OUT WHAT IS APPLICABLE

Safe Harbor codes on the 1095-C are applicable to some but not necessarily all employees.



REPORT A MONTHLY AMOUNT

Report the lowest cost single person MEC coverage only for codes 1B, 1C, 1D and 1E on the 1095-C. Report a monthly amount. You can sum the total employee share amount for the year and divide by 12 if the amount is irregular due to biweekly pays.

EMPLOYEE COMMUNICATION TASKS

1. Notify employees when online access has been updated for them to select to NOT receive a printed 1095-C.
2. Notify employees if they will be receiving a 1095-B under separate cover from your insurer, in addition to the 1095-C you are providing.
3. Explain to employees that this information is being provided to them so that they can properly complete ACA reporting for their income taxes for the tax year 2015, and that they could be penalized by the IRS if they do not complete the health care information on their individual tax return.



PREPARATION CONSIDERATIONS

There are many pieces of data that need to be gathered in order to most accurately complete this reporting. In order to be prepared, consider the following:

Determine the Health Care Coverage deductions you provide, by job class

Where will Dependent information come from?

Track dates employees leave and if they return to service, and the coverage you have offered.

Track dates of employee Leaves of Absence.

Track dates employees switch from coverage to no coverage or vice versa.

Changes in marital status often result in coverage changes.

Identify and track the lowest cost premium amount for single coverage for each plan.

Track COBRA, retirees, and other covered individuals for uploading into work file.

Confirm the accuracy of the SSNs and birthdates. Get SSNs if they are not currently in the database.

At PowerSchool, we have staff dedicated to helping our districts succeed with these new reporting requirements and our software is ready to help you be ACA compliant! For more information visit powerschool.com.