

## ACA FAQ

1. When is my new full time (expected to work 30 or more hours a week) employee eligible for coverage?
  - a. The first of the month after the employee's hire date.
2. How do I know if my employee working less than 30 hours a week is eligible for coverage?
  - a. If at the start date, the employee is not working 30 hours, an initial measurement period will begin the first of the month following the start date. The initial measurement period will determine eligibility. The standard measurement period (November 1- October 31) will continue to measure year over year to determine eligibility once the employee has worked 12 months.
  - b. Also, you can run a BEACON report (**ZBNR052**) on the 14<sup>th</sup> of each month that will detail an employee's eligibility status.
3. What are key measurement periods to remember?
  - a. **Standard Measurement Period:** Every employee that has worked for 12 months is measured every year from November 1- October 31. During this time, employees will be measured as to working 30 hours or not and will determine their eligibility for the next Stability (coverage) period – you could also think of it as the next plan year for insurance.
  - b. **Initial Measurement period:** Starts the first of the month after the hire date and goes for a year. Example: Bob starts March 8<sup>th</sup>. April 1<sup>st</sup> is the start of his initial measurement period and it ends on March 31 of the following year.
  - c. **Administrative period:** This is the month in between the initial measurement period and the stability (coverage) period. If an employee is hired March 9, 2015 and is not deemed full time, their initial measurement period will be April 1, 2015- March 31, 2016. The Administrative period will be April 1, 2016- April 30, 2016. Coverage then begins May 1, 2016.
  - d. **Stability (coverage) period:** The period during which health coverage is provided to employees working 30 or more hours a week. The period lasts 12 months following a measurement period and after the standard measurement period goes from January 1 to December 31.
4. Can an employee **not** be eligible in the initial measurement period and later become eligible in the standard measurement period?
  - a. Yes
  - b. The reverse is also true, an employee could be eligible in the initial measurement period and as a result of the standard measurement period, be ineligible. The employee would have coverage in the stability period corresponding to the initial measurement period and eligibility. Once deemed ineligible, the employee would not have coverage during the stability period corresponding to the standard measurement period.

5. Can BEACON help with tracking ACA eligible employees?
  - a. YES. On or before the 14<sup>th</sup> of each month, run the ACA BEACON report, **ZBNR052- ACA Reports**. In the default setting, this report will identify employees whose measurement period have ended and will identify employees who are averaging 30 hours or more a week and are eligible for the SHP-HDHP. Review the job aid for instructions in running this report:  
[http://www.osc.nc.gov/training/osctd/help/Benefits/Job\\_Aids/ACAReportsFinalMeasurementOption.pdf](http://www.osc.nc.gov/training/osctd/help/Benefits/Job_Aids/ACAReportsFinalMeasurementOption.pdf)
  - b. Other reports are available to assist in monitoring your ACA employees at  
<http://www.osc.nc.gov/training/osctd/help/Benefits/JobAids.html>
  
6. I hired an employee that is a retired state employee. Are they eligible for coverage?
  - a. A retired state employee will be measured and treated the same as a regular employee with initial measurement periods, breaks in service and eligibility for coverage starting the first day of the month following their hire date if full time. The main thing to remember is if an employee is a retired state employee they will be eligible for the active state health plan and not the HDHP or the retiree state health plan coverage. The retired state employee will need to terminate their retiree state health plan and the HR unit will work with BEST Shared Services to have the employee enroll in the active state health plan within 30 days of hire.
  - b. Once the EE leaves the position are they able to get the retiree health coverage back?
    - i. Yes, once the retired employee loses eligibility as a temporary employee for the active State Health Plan, they are eligible for retiree health coverage and may enroll.
  
7. My employee was hired from another agency and currently has the SHP HDHP but is working 10 hours a week, do I have to offer her coverage?
  - a. If your employee currently has coverage, she is in a stability (coverage) period. This period lasts 12 months and will not terminate due to change in eligibility. You must continue to offer the employee coverage for the remainder of the stability period. The employee will be measured during the standard measurement period to determine eligibility for the following stability period.
  
8. I hired an employee that worked for another agency 2 months ago. For each agency the employee works about 20 hours per week. Do I need to start a new initial measuring period for the employee?
  - a. No, your employee will continue with the same initial measuring period started at the first agency because the break in service was less than 13 weeks. In addition, no time will be added onto the end of the initial measurement period for the 2 month break in service.
  
9. An employee started working for us part time (less than 30 hours) but our agency hired the employee from another agency where she was working full time for three months. The gap between working at the agencies was six months. Is the employee eligible for coverage?

- a. Because the break in service was greater than 13 weeks, your employee would be considered a new hire at the hire date. If working more than 30 hours they would be eligible and if working less they will be measured. COBRA rules and regulations would apply if the employee elected COBRA after ending service with the prior agency.
  
10. I hired an employee that worked for another agency 8 weeks ago part time, but we expect her to work full time. How do I determine her eligibility?
  - a. If your employee is expected to work more than 30 hours a week, you must offer coverage the first of the month following the hire date. If you are not sure if the employee will work full time, and if the employee is in an initial measurement period, the initial measurement period will continue because there was a break in service was less than 13 weeks.
  
11. My employee works 3 months out of the year and is hired about at the same time each year. How are they determined to be eligible?
  - a. Your employee would be considered a seasonal employee. Even if working full time, the employee would not be eligible the first of the month following the hire date as regular employees. The employee will be measured in the standard measurement period. If it so happens that the employee averages 30 hours a week for the whole measurement period, then they are eligible for coverage.
  
12. All agencies with temporary employees hired through private temporary staffing business are responsible for ensuring that eligible employees are either being offered coverage through the private entity OR by the agency.
  
13. All agencies/universities who do not use the BEACON system are responsible for identifying eligible employees and the amount of any subsidy that must be paid and ensuring that eligible employees are enrolled.