



Midwest Group Benefits

"specializing in employee benefits"

Instructions For Employers For Marketplace Exchange Notices

Dear Employer,

Midwest Group Benefits is sending this notice out to you to help with compliance with the Affordable Care Act. The notice entitled, "*New Health Insurance Marketplace Coverage Options and Your Health Coverage*" needs to be distributed to all employees by October 1st, 2013. Even if employees are only part-time or not on a health plan every employee needs to receive this notice.

We are also providing you with a "*Question and Answer for Health Care Exchange Notice*" to give along with the mandatory notice to help employees better understand why they are receiving this. We hope this creates a better communication tool for you and your employees and diminishes confusion in the workplace.

Notices can be given electronically or by paper. Choosing either option we recommend setting up an audit trail to ensure every employee has received this notice. You may use our sample sign-off sheet provided or choose your own method.

Employers will need to complete Part A and Part B of the notice. However, questions 13 through 16 within Part B are optional for employers and not required to complete.

Also, remember to add the "*New Health Insurance Marketplace Coverage Options and Your Health Coverage*" along with our "*Questions and Answer for Health Care Exchange Notice*" to all new hire packets. All new employees will need to receive this notice upon

Don't have a group health plan? Don't cover part-time employees on your current plan? Midwest Group Benefits can assist your company and employees to ensure all available options are presented to your employees. Please feel free to call or email with any questions or to set up an appointment.

Thank you.

Brian Huinker

Midwest Group Benefits

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Question and Answer for Health Care Exchange Notice

To Accompany the Department of Labor New Health Insurance Marketplace Coverage Options and Your Health Coverage Mandated Notice

Q1. Why are you receiving this notice?

Answer: Under the Patient Protection and Affordable Care Act (PPACA) employers must provide all employees and new hires with a written notice of the availability of a new Health Insurance Marketplace or Exchange that is available in your state.

The notice enclosed is designed to alert certain employees of a new option available to purchase insurance in the Health Insurance Marketplace.

Q2. Does this mean I am going to lose my group plan through my employer?

Answer: The creation of a health insurance exchange does not mean you are losing your group plan. The health insurance exchange is another option available for individuals. Even though benefits do change with employers, the existence of the health insurance exchange does not mean employers cannot continue to offer group medical insurance. Your employer will communicate any changes that may come.

Q3. What is a Health Insurance Marketplace (Exchange)?

Answer: The Health Insurance Marketplace (Exchange) is a marketplace where consumers may shop for health insurance that meets their needs and fits their budget. It is an alternative to insurance you may have available to you through an employer. You will be able to fill out an application or fill out a form online, compare coverage, and select an option.

Individuals can enroll as early as October 1, 2013 for coverage starting in January 1, 2014.

A tax credit (or subsidy) may be eligible for individuals to help lower monthly insurance premiums based on their household income. However, if you are offered affordable coverage from your employer, you will not be eligible for a tax credit or subsidy.

Q4. If I am on the group health plan through my employer will I receive a tax credit or subsidy on the Health Insurance Marketplace?

Answer: No. If your employer offers group medical coverage and meets certain standards you will not be eligible for any tax credit or subsidy on the Health Insurance Marketplace.

Q5. What happens if I choose to purchase a health plan through the Marketplace instead of accepting coverage by my employer?

Answer: You may lose employer contribution to the group plan by purchasing insurance on the Marketplace. Remember, your employee premium contributions (if any) that are made through your employer sponsored group coverage are often excluded from income, Federal, and State income taxes. Payments made through the Marketplace are made on an after-tax basis.

Q6. If I have additional questions on the Marketplace or do not have group coverage and wondering if I qualify for a subsidy where can I go?

Answer: Please visit HealthCare.gov for more information. You may also call 1-800-318-2596.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 11-30-2013)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact _____.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name		4. Employer Identification Number (EIN)	
5. Employer address		6. Employer phone number	
7. City	8. State	9. ZIP code	
10. Who can we contact about employee health coverage at this job?			
11. Phone number (if different from above)		12. Email address	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
All employees.

Some employees. Eligible employees are:

- With respect to dependents:
We do offer coverage. Eligible dependents are:

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____ (mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?
Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered **only to the employee (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.**

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much will the employee have to pay in premiums for that plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

Date of change (mm/dd/yyyy): _____

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

Acknowledgment of New Health Insurance Marketplace Coverage Options and Your Health Coverage Notice to Employees

I acknowledge and understand that I have received the New Health Insurance Marketplace Coverage Options and Your Health Coverage Notice.

Employee Name (please print):

Employee Signature:

Date:

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