



STATE OF IDAHO

September 1, 2015

MEMORANDUM

TO: Agency/Department Heads

CC: Agency/Department HR Officers
Agency/Department Fiscal Officers

FROM: Audrey Musgrave, Deputy State Controller
Division of Statewide Payroll

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Robert L. Geddes, Director
Department of Administration
Office of Group Insurance

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Jani Revier, Administrator
Division of Financial Management

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David Fulkerson, Interim Administrator
Division of Human Resources

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SUBJECT: ACA Provisions Requiring Agency Action – Offer of Insurance

This correspondence is in regards to the Affordable Health Care Act's (ACA) employer "shared responsibility" provisions requiring the employer to offer insurance to **all** benefits eligible employees. Whereas the State of Idaho is the employer, the State Controller's Office (SCO) is required by the ACA to certify annually that such an offer of insurance was made.

Beginning September 22, 2015, the following agency actions are necessary to ensure the accuracy of the reporting requirement.

Please be sure to visit each section of information on this correspondence.

****New ‘Certification of Insurance Offered’ form****

All benefitted employees will be required to complete a ‘Certification of Insurance Offered’ form when:

- The employee is hired by your agency, or
- When the employee moves to a new insurance tier due to a change in employment status.

The employing agency is required to ensure:

1. The employee receives the certification form,
2. The employee completes and returns the certification form to the appropriate agency staff,
3. The completed certification form is placed in the employee’s employment file.

NOTE: The Certification form may be audited for compliance and accuracy.

The new ‘Certification of Insurance Offered’ form and documentation is available in the DSP User Manual. The form is available [here](#).

****IPOPS Changes****

In addition to the paper certification form referenced above, the SCO has also revised all IPOPS actions containing the ‘employer deduction information’ to include a new section confirming that the offer of insurance was made by the agency. (This information will be used by SCO to report the annual certification)

The agency IPOPS Originators are required to ‘certify the employee was offered insurance’ whenever the tier information is entered. Radio buttons have been added to the appropriate IPOPS actions.

NOTE: Offer of insurance for inactive military employees will be recorded in IPOPS upon returning to active state employment. (Change reason ‘AM’)

More detailed information regarding the changes made to the IPOPS forms are available in the DSP User Manual in the [Employer Deductions](#) section.

****Current Benefits Eligible Employees****

No agency action will be required regarding the certification that insurance was offered for ‘**current**’ benefits eligible employees.

Eligible employees currently enrolled in insurance:

As part of the implementation process, SCO will programmatically populate the certification information based on the tier information for all employees currently enrolled in insurance.

Eligible employees not currently enrolled in insurance (Eligible/Not Wanted):

Eligible employees who do not have a completed insurance application on file (i.e. Eligible/Not Wanted) by the implementation date will be notified through the mail by the Office of Group Insurance (OGI) that they are eligible for insurance. SCO will programmatically populate the certification information for those employees after receiving notification from OGI that the letters were mailed.

Again, the State Controller's Office will be sending out more detailed information as each phase of the ACA project is complete.

For questions regarding this correspondence, please contact DSP Helpdesk at dsphelp@sco.idaho.gov.