



STATE OF IDAHO

November 24, 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

Jennifer Pike, Administrator
Office of Group Insurance

Jani Revier, Administrator
Division of Financial Management

David Fulkerson, Interim Administrator
Division of Human Resources

SUBJECT: Affordable Care Act Reporting Requirements Implementation

The State of Idaho will be implementing the Affordable Care Act reporting requirements beginning the 1st week of December 2015.

Note: Employee's full-time status measurement began May 2014. If Tier 1 changes were required, the agencies have already been contacted

A guide has been created to help HR/Payroll staff understand how the implementation of the Affordable Care Act will affect agencies.

Included in this guide are important topics, such as:

[Affordable Care Act](#)

[What is the Affordable Care Act and what does “affordable” mean?](#)

[How does the State Determine Eligibility – Lookback Method](#)

[Agency Processing Information](#)

There are many other topics also available in this guide to help agencies understand their role within the Affordable Care Act.

In the coming weeks, the Controller’s Office will be offering training around the State of Idaho. If you are interested, please contact us at dsprainer@sco.idaho.gov

One of the major changes agencies will see, is the requirement to offer Tier 1 insurance for employees that fall within ACA definition of a ‘full-time’ employee (working an average of 30 hours of service per week). The Office of Group Insurance will be closely monitoring this requirement to ensure the appropriate action has taken place.

The Controller’s Office will also be providing reports to agencies so they can monitor their employee’s number of hours, and insurance tier levels.

As always, if you have any questions please feel free to contact our office 208-334-2394 or dsphelp@sco.idaho.gov