

## TECHNICAL GUIDANCE FOR AFFORDABLE CARE ACT (ACA) FILES FREQUENTLY ASKED QUESTIONS (FAQs)

### Boards of Education and Employer Locations Not Participating in SAO Peoplesoft

Described below are FAQs regarding the production and distribution of ACA files via the State Health Repository Tool (SHRT) to assist Boards of Education and Employer Locations not participating in SAO Peoplesoft with preparing the IRS Form 1095 for their employees.

Note: For State Agencies participating in SAO Peoplesoft that use TeamWorks HR and TeamWorks Payroll, the Division of Family and Children Services (DFACS), and Technical College System of Georgia (including Technical Schools), please visit the State Accounting Office's website for more information regarding ACA reporting: <https://sao.georgia.gov/affordable-care-act-employers>.

#	Question	Answer
1.	Where can I find my ACA files?	Your ACA files will be found in SHRT within a sub-folder titled 'ACA' that is within your 'FROM_ADP' folder.
2.	How many ACA files will be produced for my location each year?	There will be 12 monthly files – one for each month of the year – that will be produced for your location. Additionally, there will be 14 Quarterly full files distributed throughout the year.  <i>See <b>ACA File Production Schedules</b> appearing at the end of this document.</i>
3.	When will ACA files be delivered each month?	<b>Effective Plan Year 2018</b> , the monthly files will be delivered on the 5th business day of the month for the prior month's data. To capture retroactive activity, we have also added quarterly files for Q1-Q3. During Q4, a cumulative file for the quarter will be delivered through November, and a Quarterly Full File will be delivered in January.  <i>See <b>ACA File Production Schedules</b> appearing at the end of this document.</i>
4.	What is included on the ACA Files?	The monthly ACA Files produced January – December (excluding the Quarterly full files) will include employment and eligibility information as of the last date of the prior month, as well as any retroactive employment and eligibility data as of the last date of the prior month.
5.	Can I wait until the end of the year to download and process my ACA files?	It is recommended that you download and process your ACA files each month they are posted to SHRT. This approach is suggested to ensure any identified issues are reported to SHBP for research and resolution, as soon as possible. No updates will be made to ACA files outside of the <b>ACA File Production Schedules</b> appearing at the end of this document.

#	Question	Answer
6.	<b>What happens if an employee's eligibility or enrollment status, and/or dependent information changes after that month's ACA file has been produced?</b>	The next month's ACA file will reflect the change; however, the previous month's ACA file <u>will not</u> be recreated. The change may also appear on the next Quarterly File and/or Quarterly Full File, as applicable.
7.	<b>Should I expect to see retirees' eligibility data on the ACA files posted to SHRT?</b>	No. Retirees' eligibility data will be included on your file only through the month in which they were an employee employed with your organization. If a retiree's eligibility information is included beyond their retirement date, this indicates the retiree is still reflected as an employee employed with your organization in the SHBP Enrollment Portal. <i>See FAQ #9.</i>
8.	<b>Should terminated employees appear on ACA files?</b>	<p data-bbox="800 569 1549 667">Yes, all employees in the SHBP Enrollment Portal, will be included on the files regardless of employment and/or enrollment status.</p> <p data-bbox="800 699 1549 953"><b>Note:</b> When an employee is included with only employment information, this indicates the employee is in the SHBP Enrollment Portal as being terminated. If an employee's employment and plan coverage information is included, this indicates the employee is still reflected as an Active Member in the SHBP Enrollment Portal and action should be taken on their record. <i>See FAQ #9</i></p>
9.	<b>If a terminated employee is included on the ACA files with employment and eligibility information showing they are currently an Active Member, which corrective actions should be taken?</b>	<p data-bbox="800 984 1549 1163">If an employee's employment <b>and</b> eligibility information is included, this indicates the employee is still reflected as an Active Member in the SHBP Enrollment Portal. To correct the employment and eligibility information, one of the following actions should be taken:</p> <ul data-bbox="800 1173 1549 1808" style="list-style-type: none"> <li data-bbox="800 1173 1549 1425">• If you are an Automated Employer, please submit a TERM Record via an AUF file to SHBP to terminate the employee. The next day, Employer should check the SHBP Enrollment Portal to ensure the employee is terminated. If the employee is not terminated, Employer should review their Input Error and/or Reject Report in SHRT and take any necessary action indicated on the Report.</li> <li data-bbox="800 1446 1549 1698">• If you are an EASI Employer, please submit a TERM record via EASI to SHBP to terminate the employee. The next day, Employer should check the SHBP Enrollment Portal to ensure the employee is terminated. If the employee is not terminated, Employer should review their Input Error and/or Reject Report in SHRT and take any necessary action indicated on the Report.</li> <li data-bbox="800 1709 1549 1808">• If further assistance is required, please contact your dedicated SHBP Employer Services Specialists(s) by visiting <a href="https://shbp.georgia.gov/contact-shbp-employer-services">https://shbp.georgia.gov/contact-shbp-employer-services</a>.</li> </ul>

#	Question	Answer
10.	Is there a way to proactively verify in a timely manner whether or not I will have terminated employees on my ACA files that will appear as an employee employed with my organization and eligible for coverage and/or enrolled in coverage as an Active Member?	Yes – The Monthly Employing Entity Reports, which are typically posted to SHRT by the 28th of each month can be used to identify the status of all employees reflected in the SHBP Enrollment Portal in your organization regardless of their enrollment status.
11.	Should terminated dependents appear on Employer’s ACA files?	All dependents that are in the SHBP Enrollment Portal will be included on files regardless of age and/or enrollment status.
12.	Should the coverage end date for a terminated employee match the termination date?	<p>When an employee is terminated, the system determines their coverage end date by using the employee’s Last Date of Deduction (or Last Date Paid) submitted by the Employer. The coverage end date is the last date of the next month following the last date paid. If the last date paid was 8/31/2022, the coverage end date will be 9/30/2022.</p> <p><b>Note:</b> If an employee is terminated and subsequently reinstated (i.e. transfer or rehire) within 30 days, a break in coverage will not exist. As a result, the coverage end date is set to 12/31/9999 and will be displayed on the ACA file as 12/31/9999.</p>
13.	If all terminations are displayed on the ACA files with only their employee information record, should I be concerned when a terminated employee who was reinstated to a new location no longer shows on my file?	Terminated employees will show on each ACA file with an employee information record as long as they are showing as a terminated employee within your location in our system. If they are reinstated into a new location, they will no longer show on your files and will begin to show as an active employee in their new location.
14.	How can I ensure the data in my ACA files are accurate?	<p>It is important that you and your employees take action to ensure status changes (i.e. terminations, benefits eligibility status, etc.) are updated in the SHBP Enrollment Portal timely. Delays in the reporting of this information will have an adverse effect on the quality of your ACA files.</p> <p><b>Note:</b> No updates will be made to ACA files outside of the <b>ACA File Production Schedules</b> appearing at the end of this document.</p>
15.	Who should I contact if I have questions or concerns about the contents of the ACA files posted to SHRT that are not addressed through this document?	Please contact SHBP Employer Services at <a href="https://shbp.georgia.gov/contact-shbp-employer-services">https://shbp.georgia.gov/contact-shbp-employer-services</a> .
16.	Who should I contact if I would like to customize my ACA file in a format that suits my needs?	SHBP produces ACA files as a <i>courtesy</i> to assist employers with meeting their ACA requirements. However, similar to other standard, non-customized reports and files produced in SHRT for employers, SHBP also does not customize ACA files for employers.

# 2022 ACA File Production Schedule

File #	Month for ACA Data	What Happens to Retroactive Change(s) Made to Your Employee Member's Information After the SHRT File Posting Date?	SHRT File Posting Date
1	January	Any changes made after the last date of the month will appear as a change on the next Quarter Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in February
2	February	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in March
3	March	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in April
4	<b>First Quarter Full File</b> (Includes one file: January, February, March)	First Quarter Full File will contain all events with effective dates for Plan Year 2022 that were made prior to April 1st.	By the 10th Business Day in April
5	April	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in May
6	May	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in June
7	June	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in July
8	<b>Second Quarter Full File</b> (Includes two files: January, February, March and April, May, June)	2nd Quarter Full File will contain all events with effective dates for Plan Year 2022 that were made prior to July 1st.	By the 10th Business Day in July

## 2022 ACA File Production Schedule (cont'd.)

File #	Month for ACA Data	What Happens to Retroactive Change(s) Made to Your Employee Member's Information After the SHRT File Posting Date?	SHRT File Posting Date
9	July	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in August
10	August	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in September
11	September	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in October
12	<b>Third Quarter Full File</b> (Includes three files: January, February, March and April, May, June and July, August, September)	3rd Quarter Full File will contain all events with effective dates for Plan Year 2022 that were made prior to October 1st.	By the 10th Business Day in October
13	October	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in November
14	November	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in December
15	<b>Fourth Quarter Thru November Full File</b> (Includes four files: January, February, March and April, May, June and July August, September and October, November)	Fourth Quarter thru November Full File will contain all events with effective dates for Plan Year 2022 that were made prior to December 1st.	By the 10th Business Day in December

## 2022 ACA File Production Schedule (cont'd.)

File #	Month for ACA Data	What Happens to Retroactive Change(s) Made to Your Employee Member's Information After the SHRT File Posting Date?	SHRT File Posting Date
16	December	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in January 2023
17	<b>2022 Quarterly Full File</b> (Includes four files: January, February, March and April, May, June and July, August, September and October, November, December)	Quarterly full file for Employers to use for ACA corrections, if needed. The 2022 Full File will contain all events with effective dates for the year that were made prior to January 1, 2023.	By the 10th Business Day in January 2023

## 2023 ACA File Production Schedule

File #	Month for ACA Data	What Happens to Retroactive Change(s) Made to Your Employee Member's Information After the SHRT File Posting Date?	SHRT File Posting Date
1	January	Any changes made after the last date of the month will appear as a change on the next Quarter Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in February
2	February	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in March
3	March	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in April
4	<b>First Quarter Full File</b> (Includes one file: January, February, March)	First Quarter Full File will contain all events with effective dates for Plan Year 2023 that were made prior to April 1st.	By the 10th Business Day in April

## 2023 ACA File Production Schedule (cont'd.)

File #	Month for ACA Data	What Happens to Retroactive Change(s) Made to Your Employee Member's Information After the SHRT File Posting Date?	SHRT File Posting Date
5	<b>April</b>	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in May
6	<b>May</b>	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in June
7	<b>June</b>	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in July
8	<b>Second Quarter Full File</b> (Includes two files: January, February, March and April, May, June)	2nd Quarter Full File will contain all events with effective dates for Plan Year 2023 that were made prior to July 1st.	By the 10th Business Day in July
9	<b>July</b>	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in August
10	<b>August</b>	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in September
11	<b>September</b>	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in October
12	<b>Third Quarter Full File</b> (Includes three files: January, February, March and April, May, June and July, August, September)	3rd Quarter Full File will contain all events with effective dates for Plan Year 2023 that were made prior to October 1st.	By the 10th Business Day in October

## 2023 ACA File Production Schedule (cont'd.)

File #	Month for ACA Data	What Happens to Retroactive Change(s) Made to Your Employee Member's Information After the SHRT File Posting Date?	SHRT File Posting Date
13	October	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in November
14	November	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in December
15	<b>Fourth Quarter Thru November Full File</b> (Includes four files: January, February, March and April, May, June and July August, September and October, November)	Fourth Quarter thru November Full File will contain all events with effective dates for Plan Year 2023 that were made prior to December 1st.	By the 10th Business Day in December
16	December	Any changes made after the last date of the month will appear as a change on the next Quarterly Full File (see below). The ACA file(s) impacted by the retroactive change will not be reproduced.	By the 5th Business Day in January 2024
17	<b>2023 Quarterly Full File</b> (Includes four files: January, February, March and April, May, June and July, August, September and October, November, December)	Quarterly full file for Employers to use for ACA corrections, if needed. The 2023 Full File will contain all events with effective dates for the year that were made prior to January 1, 2024.	By the 10th Business Day in January 2024