

**Email or Letter Template  
Employer Offering Insurance**

**[Date]**

**[Employee Name, Address, City/State, Zip]**

**[Greeting]**

As you may know, new health care reform regulations mandating insurance coverage go into effect starting Jan. 1, 2014. The changes are meant to help expand access to adequate and affordable health care coverage. Beginning next year, most people will be required to have health insurance or pay a penalty. To help individuals shop for health insurance coverage and avoid any penalties, Health Insurance Marketplaces (online exchanges) are being established in each state, with open enrollment beginning on Oct. 1, 2013.

This **[select one email or letter]** is to inform you that **[INSERT COMPANY NAME]** will offer you major medical insurance. During enrollment from**[INSERT ENROLLMENT DATES]**, you will be able to select coverage options and determine your cost. Attached is a document labeled “New Health Insurance Marketplace Coverage Options and Your Health Coverage” that the U.S. Department of Labor requires us to provide you. **[FORM TO BE COMPLETED BY EMPLOYER IS AVAILABLE HERE: <http://www.dol.gov/ebsa/pdf/FLSAwithplans.pdf> ]**

As part of the new health care reform regulations, if the employee cost of your health care coverage exceeds 9.5% of your household income, you may be eligible for subsidies through an insurance marketplace starting Oct. 1, 2013. To learn about the **[INSERT STATE NAME]** Marketplace, visit: <https://www.healthcare.gov/marketplace>.

More information on our benefits enrollment will be available **[INSERT CHANNEL—from HR contact person, on the bulletin board, in the break room, etc.]**. Additional health care reform information is available at [healthcare.gov](http://healthcare.gov).

**[Standard Close]**

**[Signature]**

**[Employer Note: Save a copy of each letter/email for your files.]**



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
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## 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.<sup>1</sup>

**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](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> 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)

## QUESTIONS AND ANSWERS ABOUT HEALTH CARE REFORM

New health care reform regulations mandating insurance coverage go into effect starting Jan. 1, 2014. The changes are meant to help expand access to adequate and affordable health care coverage. The following questions and answers will help you understand and prepare how the law will likely affect you and your health care benefits.

### Q: AM I REQUIRED TO PURCHASE HEALTH INSURANCE COVERAGE?

**A:** Yes. Starting in 2014, most people will be required to have health insurance or pay a penalty.

### Q: WHERE DO I GO TO PURCHASE HEALTH INSURANCE COVERAGE?

**A:** [INSERT COMPANY NAME] will offer health insurance to you during our enrollment period, [INSERT ENROLLMENT DATES].

### Q: WHAT IS A HEALTH INSURANCE MARKETPLACE OR EXCHANGE?

**A:** A health insurance marketplace, also referred to as an exchange, is a website where people can shop for, compare and buy health insurance.

### Q: AM I ELIGIBLE FOR INSURANCE AT THE MARKETPLACE OR EXCHANGE?

**A:** Anyone can use the health insurance marketplace or exchange operating in their state to explore health insurance options, even if you already have insurance. The requirements to get insurance through the marketplace or exchange are:

- You must live in the U.S.
- You must be a U.S. citizen or national (or lawfully present)
- You can't be currently incarcerated

### Q: WHO IS ELIGIBLE FOR SUBSIDIES TO OFFSET THE COST OF HEALTH INSURANCE?

**A:** To be eligible for subsidies through the exchange, your health insurance costs for self-only coverage must exceed 9.5% of your household income. In this case, individuals with household incomes between 100% and 400% of the federal poverty level may be eligible for subsidies to help offset the costs of health care coverage.

To calculate if you qualify for a subsidy, visit:  
[kff.org/interactive/subsidy-calculator](http://kff.org/interactive/subsidy-calculator).

### Q: WHERE CAN I LEARN MORE?

**A:** To learn about the [INSERT STATE NAME] Marketplace, visit:  
[INSERT STATE/FEDERAL WEBSITE].

Additional information is available at [healthcare.gov/marketplace/](http://healthcare.gov/marketplace/).

