

Affordable Care Act (ACA) Notification Checklist

This checklist is intended to document and ensure that departments/agencies are providing the legally required notice to employees for compliance with the ACA. PART documents the distribution of the legally required Health Insurance Marketplace Coverage Options Notice to newly hired employees. PART documents and tracks the distribution of the

New Health Insurance Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law took effect in 2014, there was a new way to buy health insurance in California.

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 Covered California, you will be asked to provide this information. This information is numbered to correspond to the Covered California 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	