

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

December 18, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-32

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Affordable Care Act (ACA) Health Insurance Marketplace Information and
Subsidy Notices Procedures

The Federal Health Insurance marketplace open enrollment occurs annually beginning in November. Employers are required by the United States Department of Labor (US DOL) to provide a Health Insurance Marketplace notice to all new employees at the time of hire. As a reminder, agencies should refer to the [ACA Health Insurance Marketplace Notices](#) procedure that is available on the [OSUP Procedures](#) page of the [OSUP Website](#).

The Affordable Care Act (ACA) requires each health insurance marketplace/exchange to notify employers when their employees have enrolled in marketplace/exchange health coverage and are eligible for a premium tax credit subsidy. This notice will be sent to the employer's mailing address provided by the employee on their marketplace/exchange coverage application. (NOTE: Louisiana does not have a state run marketplace/exchange, so Louisiana residents use the federally facilitated health insurance marketplace/exchange at HealthCare.Gov.) Agencies should refer to the [ACA Subsidy Notices](#) procedure that is available on the [OSUP Procedures](#) page of the [OSUP Website](#). **When an agency receives a subsidy notice, the agency must contact the OSUP Benefits and Financial Administration (BFA) Unit immediately.**

As a reminder, agencies can refer employees to the [Affordable Care Act \(ACA\) page](#) for employees on the OSUP Website for additional ACA information.

Please direct all questions to a member of the Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Shaneen Watson	342-5345	Kenya Warren	342-5357
Shanna Batiste	342-5344	Suzette Blanton	342-5354
Jodi Bullock	342-5377		

APH:SW/JAW