

How to complete the Insurance Exchange notice:

Part A – Page 1

1. This should be distributed to new hires (full-time, part-time, temporary, seasonal, non-teacher coaches, substitutes, etc.).
2. This notice should be distributed to each employee within 14 days of his first day of work.
3. Each school/agency should complete the “How can I get more information” line with a local point of contact.

Part B – Page 2

1. This page does not need to be distributed at this time. However, an employee may request this information if he makes application for coverage through the marketplace.
2. As the employer, you will need to complete Part B, questions #3 through #12. You will need to review the question concerning minimal value and the affordability requirement.
3. The WAS Plan does meet the minimum value requirement.
4. Is the Plan affordable for your staff?

Does your school/agency ask an employee to pay more than 9.5% of the employee’s W-2 income for single health insurance coverage?

- If yes, then your school/agency does not meet the affordability requirement and do not check the box in Part B.
- If no, then your school/agency does meet the affordability requirement and check the box.
- It is possible that it is affordable for a portion of your staff and not affordable for others. If so, your school/agency will need to use two different Insurance Exchange notices.

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1. This page is employer optional. If you choose to distribute it, it needs to be completed.