



Open Enrollment Checklist

90 Days Until Renewal

- **Review your current plan offering**
 - Determine the following:
 - What is working?
 - What are we keeping?
 - What is not working?
 - What should we get rid of?
- **Update on ACA Affordability Standard**
 - 9.83%
- **Wrap Document Review**
- **Section 125 Documents**
 - **Cobra/Mini-Cobra Letter updates**

60 Days Until Renewal

- **Compare plans**
 - Compare fully insured programs
 - Compare level-funded programs
 - Compare self-funded programs
 - TPAs
 - Stop-Loss Carrier
 - PBM
- **Compare claims**
 - Fully insured will not provide this data
 - Level-funded and self-funded programs will give a claim report
- **Put it together**
 - Compare the options
 - Make sure they align with your goals
 - Do they meet the needs of the employees?
 - Do they meet the needs of the employer?
 - FSA contribution limit adjustments - IRS has not yet announced the health FSA limit for 2021 plan year
 - HSA contribution limit adjustment
 - Self-only: \$2,600
 - Family: \$7,200
 - Catch up (age 55+) \$1,000
- **IRS Reporting**
 - 50 employees and more
 - 6055
 - 6066
 - 1094-C and 1095-C
 - 100 employees enrolled
 - 5500
- **ACA Disclosure requirements**
 - Summary of benefits and coverage
 - Grandfather Plan Notices
 - Notices of Patient Protections
 - HIPAA Special Enrollment Rights
 - Summary of Plan Description
 - HIPAA Privacy Notice
 - Women's Health and Cancer Rights Act (WHCRA) Notice
 - Medicare Part D Notices

30 Days Until Renewal

- **Open Enrollment**
 - Provide enough time for them to make a decision
 - Give a deadline for the enrollment to be completed with their selections
 - Paper version
 - Online portal version
- **Once open enrollment is completed**
 - Pull a payroll report
 - Update payroll deductions for all employees
 - This could be automated with the right tools
 - Provide temporary insurance cards upon request or as a whole