



**ACA Reporting and Tracking Service (ARTS)
2018 Renewal Confirmation Program Agreement
HEBP Member: (Pooled Group or ASO)**

Program Services

The ARTS program includes the following services:

- *Measurement, Administrative, and Stability Period tracking beginning January 1, 2018 and notification of eligibility for part-time / variable / seasonal employees (can provide tracking back to beginning of Measurement Period if 2017 data was provided by county/district);*
- *Reporting for your county/district regarding the status of potential benefits-eligible employees;*
- *Production of your county/district's 1094C and 1095C forms, shipped to you for distribution to employees (optional direct mail service);*
- *Transmission of your county/district's 1094C and 1095C forms to the IRS.*

Program Requirements

- 1) Participants must provide employer, payroll, employee and unpaid leave of absence (LOA) files related to the group's Health Benefits Plan in the format designated by TAC HEBP, as described on Attachment A: "ARTS File Specifications". Payroll data must be provided for each payroll cycle. Employee files must be provided, at a minimum, once per quarter. LOA files may be provided if and when applicable.
- 2) Group agrees to pay program fees as described in the 2018 ARTS Fee Schedule.

Enrollment and Data Submission Deadlines

- Groups who wish to participate in the ARTS program must return the signed documents to TAC HEBP no later than June 1, 2018 in order to participate.
- Data file transmission to TAC HEBP must begin no later than August 1, 2018 to avoid late fees, however, **we recommend that you continue sending your files after each payroll or at least monthly** to avoid getting backlogged. Please refer to the enclosed "2018 Deadlines for ARTS Files".



TEXAS ASSOCIATION of COUNTIES
HEALTH AND EMPLOYEE BENEFITS POOL



**ACA Reporting and Tracking Service (ARTS)
HEBP Member (Fully Insured or ASO)
2018 Fee Schedule for Renewing Participant**

1	<input checked="" type="checkbox"/>	ARTS Annual Subscription Fee	*\$4.25 / form	Waived
2	<input checked="" type="checkbox"/>	Optional Forms Distribution <i>(group chooses to have TAC mail employee forms)</i>	\$ 1.47 / form	If applicable, will be billed in 2019 after forms are produced
3	<input type="checkbox"/>	Late fee for service election form <i>(after 6/1/2018)</i>	\$1,700	
4	<input type="checkbox"/>	Late fee for data submission <i>(after 8/1/2018 and/or 1/7/2019)</i>	\$2,700	If applicable, will be billed in 2019 after forms are produced
Total Amount Due:				
(if zero, enter 0.00)				\$ _____

**Per 1094/1095C form*

Fees subject to change annually

_____ Initials



ACA Reporting and Tracking Service (ARTS) Contact Designation Form

Contracting Authority: Tyler County (Group Name) hereby designates and appoints, as indicated in the space provided below, a Contracting Authority of department head rank or above and agrees that any notice to, or agreement by, a Group's Contracting Authority, with respect to service or claims hereunder, shall be binding on the Group. Each Group reserves the right to change its Contracting Authority from time to time by giving written notice to HEBP.

Name: Jacques L. Blanchette **Title:** County Judge
Address: 100 West Bluff St., Room 105 Woodville, Texas 75979
Phone: 409-283-2141 **Fax:** 409-331-0028
Email: judge@co.tyler.tx.us

Primary Contact: Main contact for data file and reporting matters pertaining to the ARTS program.

Name: Jackie Skinner **Title:** County Auditor
Mailing Address: 100 West Bluff St., Room 110 Woodville, Texas 75979
Delivery Address (no PO Boxes): same as above
Phone: 409-283-3652 **HIPAA Secured Fax#:** _____
Email: jkskinner.aud@co.tyler.tx.us

Other Contact Emails for ARTS correspondence regarding data files, if any:

Mary Randel - mrandel.aud@co.tyler.tx.us

Signature of County Judge or Contracting Authority

Date

Jacques L. Blanchette

Print Name and Title

Payroll Software provider: Tyler Technologies
Software Version #: Version 10