

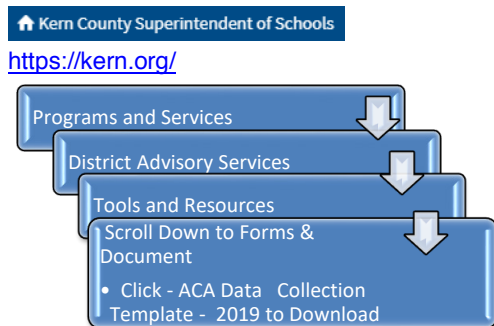
November 18, 2019

TO: School District Administrators  
 FROM: Division of Administration, Finance & Accountability  
 SUBJECT: Affordable Care Act 1095-Cs 2019

Districts desiring the Kern County Superintendent of Schools Office to print 1095-Cs for 2019 should submit signed 1095-C prelists to External Business Services – email [bass@kern.org](mailto:bass@kern.org) by **January 15**. An ACA Edit Report will be generated by KCSOS and given to each district after we receive a prelist. We will begin printing 1095-Cs on January 17. A form 1095-C **must be furnished by January 31, 2020** to each full-time employee.

ACA 1095-C QSS/OASIS training will be Wednesday, December 4 at KCSOS Register at: <http://kern.k12oms.org/1601-179652>

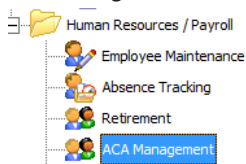
1) Download the ACA Data Collection Workbook – 2019



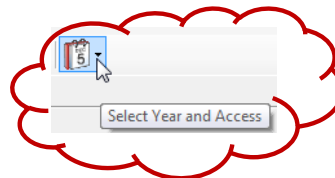
2) Populate 1095-C part II with your Employee Information and Coding



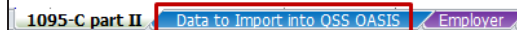
ACA Management Module (1095-C)



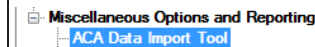
3) Set Year/Mode Selection



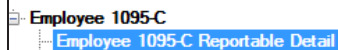
4) Copy & Paste from 'Data to Import into QSS OASIS' worksheet into ACA Management - ACA Data Import Tool



1095-C ACA Data Import Tool

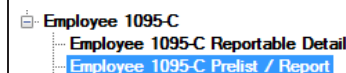


1095-C View/Update Employee Data – Make changes to individual Employee Codes



**Deadline January 15**

1095-C Employee Prelist to [bass@kern.org](mailto:bass@kern.org)



Please email [bass@kern.org](mailto:bass@kern.org) or contact Bruce Storer at (661) 636-4733 if you have any questions regarding this process.

JP:cf