December 11, 2019

TO: School District Administrators

FROM: Division of Administration, Finance & Accountability

SUBJECT: Affordable Care Act 1095-Cs 2019

IRS Extends ACA 1095-C Deadline to March 2, 2020

Previously Announced ACA Deadlines *(Soft/Preferred Deadlines)*

     January 15 | Districts - ACA Prelists to bass@kern.org

     January 16-17 | KCSOS - Generate Edit Reports provide to Districts

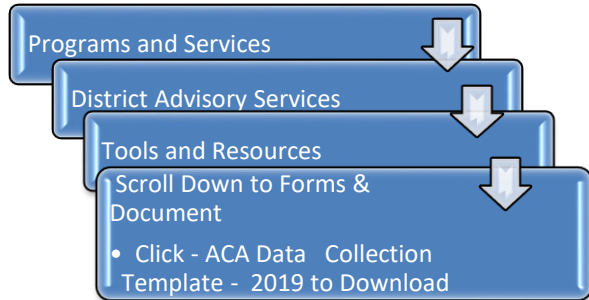   January 18-28 | Districts – Clean Up ACA Reporting Based on Edit Reports

---

New ACA Deadlines *(Hard Deadlines)*

     January 29 | Districts - ACA Prelists to bass@kern.org

     January 30-31 | KCSOS – Generate Final Edit Reports provide to Districts

     February 3-4 | Districts – Clean Up ACA Reporting Based on Edit Reports

     February 5-7 | KCSOS – Print & Seal ACA 1095-Cs

     February 11- 28 | Districts - Pickup 1095-Cs (Provide form to Employees prior to March 2, 2020)

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 by **January 29**. 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 February 5. A form 1095-C **must be furnished by March 02, 2020** to each full-time employee.

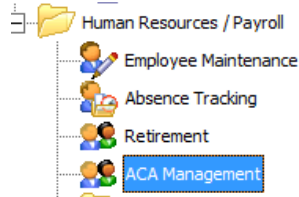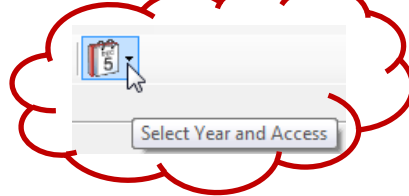1) Download the ACA Data Collection Workbook – 2019

🏠 Kern County Superintendent of Schools

https://kern.org/

Programs and Services

District Advisory Services

Tools and Resources

Scroll Down to Forms & Document

• Click - ACA Data   Collection Template - 2019 to Download

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

1095-C part II | Data to Import into QSS OASIS | Employer

ACA Management Module (1095-C)

Human Resources / Payroll
— Employee Maintenance
— Absence Tracking
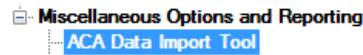— Retirement
— ACA Management

3) Set Year/Mode Selection

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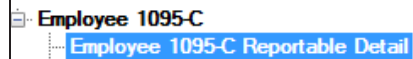
4) Copy & Paste from 'Data to Import into QSS OASIS' worksheet into ACA Management - ACA Data Import Tool

1095-C part II | Data to Import into QSS OASIS | Employer
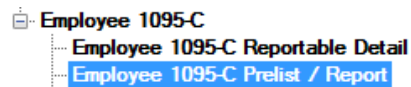
1095-C ACA Data Import Tool

Miscellaneous Options and Reporting
— ACA Data Import Tool

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

Employee 1095-C
— Employee 1095-C Reportable Detail

Deadline January 29
1095-C Employee Prelist to bass@kern.org

Employee 1095-C
— Employee 1095-C Reportable Detail
— Employee 1095-C Prelist / Report

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