


December 27, 2021

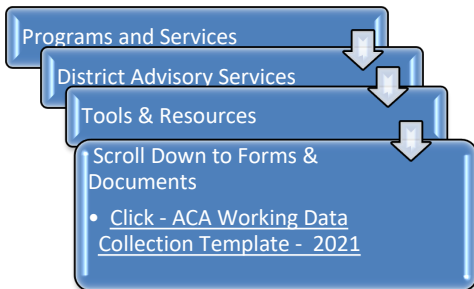
TO: School District Administrators
 FROM: Division of Administration, Finance and Accountability
 SUBJECT: Affordable Care Act (ACA)1095/94-Cs 2021

Districts with 50 or more full-time employees (including full-time equivalent employees) in the preceding calendar year that desire the Kern County Superintendent of Schools Office (KCSOS) to print 1095-Cs and electronically file form 1094-C for 2021 must submit a signed 1095-C prelist to External Business Services (email bass@kern.org) by **February 16**. The deadline to furnish each full-time employee a form 1095-C is **March 2, 2022**.

ACA 1095-C Training – Wednesday, February 2 (10am-12pm)

1) Download Excel ACA Data Collection Spreadsheet – 2021


<https://kern.org/>

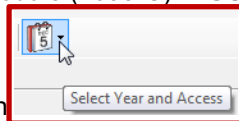


2) Populate 1095-C part II Worksheet with your Employee Information and Coding



3) ACA Management Module (1095-C) **MUST**

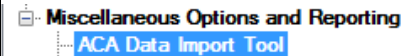
Set Year/Mode Selection



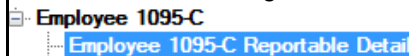
4) Copy & Paste from 'Data to Import into OASIS' Worksheet



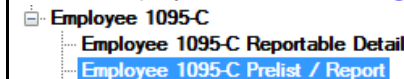
5) QCC 1095-C ACA Data Import Tool



6) QCC 1095-C View/Update Employee Data – Make Changes to Individual Employee Information and Coding



7) February 16: Prelist Deadline
 1095-C Employee Prelist to bass@kern.org



8) February 9-16: KCSOS Provide 1095-C Edit Reports to Districts – *Corrections made by District if Needed*

9) February 23+: Districts Pick Up 1095-C Forms

10) March 2: Deadline to furnish 1095-C to Full-Time Employees

11) March 31: 1095-C PDFs in OASIS & ESS

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

JP:mm