

Davevic Benefit Consultants Compliance Service Offering Small Employer – fewer than 50 employees

Enrollment Services	Action	Option
 ✓ Employee enrollment meetings ✓ Provide required enrollment communication for employees ✓ Collection and review of enrollment materials ✓ Initial and ongoing enrollment communication to carrier ✓ Employee claim issues assistance 	 Employer: Provide and collect employee enrollment forms and submit to Davevic. Acrisure Mid Atlantic: Maintain enrollment and terminations with carrier. Provide claims assistance for employees. All questions regarding enrollment services can be sent to MA-EBclientservices@acrisure.com. 	☐ Yes ☐ No
Cobra Services	Action	Option
 ✓ Initial General Notice to new employees ✓ Qualifying Event notices mailed timely ✓ Maintain compliance with federal/state guidelines ✓ Ensure eligibility of benefit continuation 	Employer: Submit on Davevic form, Notice of Qualifying Event. Davevic Benefit Consultants: Provided turn-key administration from mailing event notices to collection of premiums. Please note: Employers with 2-20 employees must offer Cobra under State law requirements. All questions regarding COBRA can be sent to cobra@davevic.com	Yes No **Additional fees may apply
I.R.S. Reporting	Action	Option
 ✓ Form 720 – PCORI annual fee ✓ Form 8941 – Credit for Small Employer Health Insurance Premiums 	Employer: Annual IRS reporting forms to be filed by the employer plan sponsor in conjunction with ACA Davevic Benefit Consultants: • Prepare IRS forms for submission by Employer as needed.	Yes No **Additional fees may apply
Section 125	Action	Option
 ✓ Non-discrimination testing when applicable ✓ Premium Only Plan Language ✓ Employee Election Forms ✓ Payroll Instructions 	Employer: For an Employer to take pre-tax deductions, they must set-up a Premium Only Plan. Employee may change election with approved qualifying event. Davevic Benefit Consultants: Prepare Premium Only Plan with SPD, update each benefit plan year.	Yes No **Additional fees

Compliance Service - Small Group

Affo	ordable Care Act (ACA)	Action	Option
	Applicable Large Employer (ALE) calculation* Employee Notice of Exchange Summary of Benefits and Coverage (SBC) Patient-Centered Outcomes Research Fee (PCORI) calculation Small Business Tax Credit assistance	 Employer: ACA created several federal reporting requirements for Small Employers. Employers must provide information to the government to administer ACA mandates. Davevic Benefit Consultants: Determine whether an employer is an Applicable Large Employer (over 50 FT or FTE). Provide Summary of Benefits and Coverage in PDF or disclose electronically. 	Yes No **Additional fees may apply
ERIS	SA Requirements	Action	Option
✓ ✓	WRAP Benefit Plan Document updated with any regulatory changes Summary Plan Description (SPD) Insurance Carrier certificates of coverage	Employer: Must maintain the Plan Document and make it readily available for inspection by Department of Labor (DOL) at all times. Davevic Benefit Consultants:	□ Vos □ No
✓	Consent Form for Electronic Distribution of Materials	 Prepare WRAP plan document with SPD, update each benefit plan year. 	Yes No **Additional fees may apply
Oth	er Federal Mandates	Action	Option
Oth / / / /	Medicare Part D Disclosure to CMS Medicare Part D Disclosure Notice to employees CHIPRA Notice, Children's Health Insurance Program Reauthorization Act WHCRA Notice, Women's Health and Cancer Right Act HIPAA Notice of Special Enrollment Rights	Action Employer: The Disclosure to CMS requirement applies to group health plans at renewal. Plan Sponsors must provide the Notices listed on an annual basis and when an individual becomes eligible under the group plan. Davevic Benefit Consultants: Disclose at renewal online using CMS website. Provide written Notices to participants upon enrollment in the plan and annually. Provide PDF file or paper copy to Employer for distribution. Provide employee login on Davevic website for electronic distribution of required forms.	Yes No **Additional fees may apply