***Please distribute this alert to any users within your agency who are responsible for transactions or benefit enrollments.***

**Marketplace Notification**

* Information regarding the Marketplace Notification being provided to commonwealth employees

Under the Affordable Care Act, all employers are required to provide employees with information regarding the Health Insurance Marketplace. The Marketplace it a tool that has been created to assist people in finding affordable health insurance and compare private health insurance options.

To be in compliance with this federal guideline, all commonwealth employees hired on or after 9.15.2013 will receive a Marketplace Notification as an attachment with their new hire documentation. The employee will receive a cover page titled “New Health Insurance Marketplace Coverage” as well as the Marketplace Notice which are attached to the alert.

Please note: No action is needed on the part of the employee after receiving the Marketplace Notification as the notification is for informational purposes. Employees can contact the HR Service Center at 866.377.2672 to confirm eligibility for benefits but the HR Service Center cannot answer any questions on the Marketplace.

For all active employees, an LSO training course “Health Insurance Marketplace” was created through Employee Self Service (ESS) in early August notifying employees of the Health Insurance Marketplace. All active employees were enrolled in the LSO course and asked to complete the course no later than close of business 9.13.2013. The employees who have not taken the course by the specified date will receive the Marketplace notification through a postal mailing.

**Questions?**
If you have any questions regarding Marketplace Notification, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the benefits category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.