

Instructions for completing Appendix A Health Coverage from Jobs



Employees may ask their HR department to complete [Health Coverage from Jobs, Appendix A](#). The form is part of the standard application for health coverage through a public Marketplace (MNsure or that of another state). It explains the employer's offer of health coverage. It is important to complete this form accurately.

Under Employer Shared Responsibility (ESR) an employer will not be penalized for a not full-time employee (less than 30 hours per week) obtaining a tax credit (subsidy) through a Marketplace but may be penalized if a full-time employee is determined eligible for a tax credit. Generally, any state employee eligible for the full employer contribution to coverage will not be eligible for a tax credit through a Marketplace (even if the employee waives the state's coverage).

Instructions for employing agencies to complete Appendix A:

EMPLOYEE Information

1. The employee's legal name. (This is how it should appear in SEMA4.)
2. The employee's SSN. (This is how it should appear in SEMA4.)

EMPLOYER Information

3. The name of the employing agency. (For example, MN Dept of Transportation.)
4. EIN: 81-1037253.
- 5 - 9. The headquarters of the employing agency. (Employer Notice will be sent to this address.)
- 10-11. A contact at the employing agency who can respond to the Marketplace about the employee's eligibility for state employee insurance coverage.
12. If the answer is "no" you are finished. If the answer is "yes", complete items 12 a. and 12 b.

Details about the health plan offered by the employer

The State of Minnesota offers a health plan that meets the minimum value standard for both employee only and family coverage. The name of the plan offered for both single and family coverage is the Minnesota Advantage Health Plan. In the [Rate Guide](#), find the rate based on the level of employer contribution for which the employee is eligible. Leave the area focused on the new plan year blank.