



THE DIOCESE OF YAKIMA • PASTORAL OFFICE
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

Memo

To: Pastors and Bookkeepers

**From: Melody Gulley
Benefits Administrator**

Date: March 18, 2014

RE: Counting Hours for the Affordable Care Act - Measurement Period #3

This week is our third week of covering the requirements for Counting Hours. There are four different measurement periods, we will learn about one each week. For our third week, we will review the “Administration Periods”.

For this week: Administration Period

The Administration Period is directly after the Standard Measurement Period, as previously discussed last week. It is a period of 3 months in duration; October to December, prior to our open enrollment period.

This is the time that is used to determine who is eligible working an average of 30 hours per week in the Standard Measurement Period. Once we have figured out who is eligible, it is important to ensure medical insurance enrollment takes place promptly. Remember, if the employee meets the requirement of working 30 hours per week, the employee will be eligible to have 100% of their medical insurance premium covered by their employer. **Imperative to ensure all employees that may be eligible are accounted for in your 2014 -2015 budgets.**

To review what we covered in weeks 1 and 2 please [click here](#). Next week we will continue to review additional measurement periods.

Thank you and abundant blessings!

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