



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

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## **Memo**

**To: Pastors, Principals and Bookkeepers**

**From: Melody Gulley**  
**Benefits Administrator**

**Date: March 25, 2014**

**RE: Counting Hours for the Affordable Care Act – Standard Stability Period #4**

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This week is our fourth week of covering the requirements for Counting Hours. There are four different measurement periods, we will continue to learn about one each week. For our fourth week we will review the “Standard Stability Period”.

**For this week: Standard Stability Period**

This is the period directly after the Administration Period which we discussed last week. It is a period of time of 12 months after open enrollment takes place (October to December), effective January 1st.

This is the time medical insurance coverage commences. Coverage will run from January to December each year, this coverage is guaranteed and cannot be dropped regardless if the employees’ hours are reduced below an average of 30 hours per week. However, coverage may be discontinued in the event of termination of employment.

**Please be sure to add any eligible employees to your 2014 -2015 budgets.**

Thank you and abundant blessings!

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### **Measurement Period #1**

This is the time we track or count all employees' hours that are on payroll. This 12 month period will determine whether an employee has averaged at least 30 hours per week, if this requirement is met, the employee will be eligible to have 100% of their medical insurance premium covered by their employer.

Eligibility is measured from October 1 to September 30<sup>th</sup> each year.



### **Administration Period #2**

The Administration Period is directly after the Standard Measurement Period. 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 (coverage effective date January 1).

Imperative to ensure all employees that may be eligible are accounted for in your 2014 -2015 budgets.



### **Standard Stability Period #3**

This is the period directly after the Administration Period. It is a period of time of 12 months after open enrollment takes place (October to December), coverage effective date is January 1st.

This is the time medical insurance coverage commences. Coverage will run from January to December each year, this coverage is guaranteed and cannot be dropped regardless if the employees' hours are reduced below an average of 30 hours per week. However, coverage may be discontinued in the event of termination of employment.

Please be sure to add any eligible employees to your 2014 -2015 budgets