



Employer Responsibilities Checklist

As an employer offering ICHRA to your employees, a few steps are required in order for you to remain compliant, ensure that the correct employees are notified of their eligibility, and facilitate timely enrollment in their individual policies.

Please review the following list of requirements and let us know if you have any questions:

- ☐ Provide a signed Qualifying Event form (signed by a member of the HR team) to be used for the employees' Special Enrollment Period docs. This should be in Word document format.
 - Distribute the provided ICHRA Enrollment Guide for Employees to employees.
- ☐ Each Enrollment Guide for Employees contains detailed information, instructions, and forms needed to help your employees successfully enroll in their HRA and health plan, submit the necessary paperwork, and set up their payment process with their carrier.
- ☐ Provide employees with their annual Summary Plan Document.
- ☐ Host a kickoff meeting for your employees to provide an overview of the process. This can be live or pre-recorded. While not a requirement, most groups find it helpful to host a kickoff meeting for employees, whether that be live or pre-recorded.
- ☐ Keep on the lookout for communications from Gravie, especially the contributions invoices as they should be reviewed within 1-2 business days.
- ☐ Provide an accurate eligibility roster for your group's first open enrollment, and keep eligibility updated in real time via the [employer portal](#).
 - Monitor new hires, terminations, and changes.
- ☐ Encourage employees to reach out to Gravie Care with any questions related to their medical plans.
- ☐ As a reminder, the group plan administered by Gravie is the ICHRA. Gravie Care is there for your employees with any applications or carrier questions that may arise. However, as the medical plans are individually owned by the respective employees, they are responsible for managing their own policies. In some cases, depending on the carrier, Gravie may or may not be able to directly act on the member's behalf but will provide support to the furthest extent permitted by the carrier.
- ☐ Complete and file all required reporting including but not limited to:
 - ACA Reporting
 - PCORI Reporting
 - 5500 Reporting

Questions?
Contact your Account Manager

