



## THE DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU

Office  
of  
Administration

January 27, 2015

Memo

To: All Diocesan Institutions

From: Janet L. Smith

Re: REMINDER: Notice Requirement Under Affordable Care Act

In September of 2013, I sent a memo regarding key parts of the health care law that took effect in 2014. **All** employers are required to provide information to every employee, whether or not they qualify for or are currently covered by diocesan benefits. The notice does not need to be sent to retirees or independent contractors.

Enclosed is a copy of the notice that was sent at that time. This is a reminder that this document **must be given to every employee**. Please make as many photocopies as you need (they can be two-sided to save paper if you wish) and distribute to the employees at your location that are new since the original mailing, including pastors, associates, principals, part-time and temporary employees. This notice must also be given to every new employee at hiring for the foreseeable future.

If individuals have questions about how the health insurance marketplaces will operate, they can visit [www.HealthCare.gov](http://www.HealthCare.gov). Please do not hesitate to call me if you have questions.