**Client Name:**

**Plan(s**)(list all to which these provisions will apply)**:**

**Effective Date:**

**Account Manager:**

**Date submitted:**

**The amendment will be drafted according to the specifications provided on this Checklist.**

**Option A**

***Plan provisions going forward***

1. Choose either a or b below:
	1. **[ ]  Same rules for all employees**
	2. **[ ]  Applies only to the categories checked below** (Also complete Option B to specify the provisions for the other categories of employees)

**[ ]** Salaried employees

[ ]  Hourly employees

[ ]  All union employees

[ ]  Union employees in following unions only:

[ ]  Employees located in the following states:

(no other categories of employees permitted)

1. FT status(choose **one**):
	1. [ ]  Current hours requirement in plan document
	2. Hours per week (must be 30 or fewer to avoid ACA penalties)
2. Coverage begins for new FT EEs (choose **one**):
	1. [ ]  Current participation date in plan document
	2. [ ]  Other – specify:       (e.g., first of month following 30 days of employment, but must not be later than (c))
	3. [ ]  First of month following 90 days of employment (latest day permitted under ACA)
3. Coverage begins for EEs who change from PT to FT status (choose **one**)
4. [ ]  Day of status change (Recommended)
5. [ ]  First of month following status change (risk Part A penalty if EE had 130 hours during month of status change)
6. [ ]  Other – specify:
7. Coverage ends following change from FT to PT status (choose one):
	1. [ ]  First of month following status change (Recommended unless coverage extends beyond this date as specified in (c) below)
	2. [ ]  Day of status change (risk Part A penalty if EE had 130 hours during month of status change)
	3. [ ]  Other – specify:
8. Break-in-service rule for break of 4 weeks or more (if rehired within less than 4 weeks, always treat as continuously employed)

(choose **one**):

1. [ ]  Rule of parity (treat as continuously employed if break is less than 13 weeks (26 for EEs of educational organizations) ***and*** break is shorter than the prior period of service; otherwise treat as new EE)
2. [ ]  13-week rule (treat as continuously employed if break is less than 13 weeks (26 for employees of educational organizations); otherwise treat as new EE)
3. [ ]  Current break-in-service rules in plan document (permitted only if more generous than (a) and (b)
4. If continuous EE under (6) above, and eligible for coverage upon return, restore coverage (choose **one**):
	1. [ ]  Date of rehire (recommended)
	2. [ ]  First of month following rehire

**Option B – for all categories not checked under Option A**

***Plan provisions going forward***

1. FT status for all categories of employees not checked in Option A above (choose one):
	1. [ ]  Current hours requirement in plan document
	2. Hours per week (must be 30 or fewer to avoid ACA penalties)
2. Coverage begins for new FT EEs (choose **one**):
	1. [ ]  Current participation date in plan document
	2. [ ]  Other – specify:       (e.g., first of month following 30 days of employment, but must not be later than (c))
3. [ ]  First of month following 90 days of employment (latest day permitted under ACA)Coverage begins for EEs who change from PT to FT status (choose **one**):
4. [ ]  Day of status change (Recommended)
5. [ ]  First of month following status change (Risk Part A penalty if EE had 130 hours during month of status change)
6. [ ]  Other – specify:
7. Coverage ends for EEs who change from FT to PT status (choose **one**):
	1. [ ]  First of month following status change (Recommended unless coverage extends beyond this date as specified in (c) below)
	2. [ ]  Day of status change (Risk Part A penalty if EE had 130 hours during month of status change)
	3. [ ]  Other – specify:
8. Break-in-service rule for break of 4 weeks or more (if rehired within less than 4 weeks, always treat as continuously employed)

(choose **one)**:

1. **[ ]** Rule of parity (treat as continuously employed if break is less than 13 weeks (26 for EEs of educational organizations) ***and*** break is shorter than the prior period of service; otherwise treat as new EE
2. [ ]  13-week rule (treat as continuously employed if break is less than 13 weeks (26 for employees of educational organizations); otherwise treat as new EE)
3. [ ]  Current break-in-service rules in plan document (permitted only if more generous than (a) and (b)
4. If continuous EE under (5) above, and eligible for coverage upon return, restore coverage (choose **one**):
	1. [ ]  Date of rehire (recommended)
	2. [ ]  First of month following rehire