

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

December 5, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-29

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Affordable Care Act (ACA) Health Insurance Marketplace Information and  
Subsidy Notices Procedures

OSUP Memorandum [#2016-56](#) advised agencies on the Affordable Care Act (ACA) subsidy notice appeal procedure. OSUP Memorandum [#2017-16](#) advised agencies on the Health Insurance Marketplace notices that should be provided to all new employees. Both memos have been converted to procedure documents and have been added to the [OSUP Procedures](#) page of the [OSUP Website](#). Please refer to the new procedures: [ACA Subsidy Notices](#) and [ACA Health Insurance Marketplace Notices](#).

As a reminder, agencies can refer employees to the [Affordable Care Act \(ACA\) page](#) for employees on the OSUP Website for additional ACA information.

Please direct all questions to a member of the Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](#) or (225):

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APH:PAR/mgc