**Affordable Healthcare Ongoing Activities for the Employer**

* Marketplace notices – to all newly hired employees within 14 days of hire
* Provide the following materials when an employee become eligible for/enrolled in the health plan:
  + Summary of Benefits and Coverage (“SBC”) – upon eligibility
  + HIPAA Privacy Notice – upon enrollment
  + COBRA General (Initial) Notice – to employee (& spouse if married) – upon enrollment
  + HIPAA Special Enrollment Right Notice – upon eligibility
  + Medicare Part D certificate of creditable/non-creditable drug coverage – upon enrollment

In addition to federal requirements, some states have additional requirements such as reporting on availability of dependent health coverage.