

**Sample letter for Employees who are provided with a health plan**

Dear (*employee name*):

As your day-to-day employer<sup>i</sup>, we are required to send all employees a Notice about the **New Health Insurance Marketplace Coverage Options and Your Health Coverage**. This Notice from the U.S. Department of Labor is meant to inform you about new health insurance options offered as a provision of the Affordable Care Act (ACA is the federal health care reform legislation). The ACA directs everyone to seek health insurance coverage by January 1, 2014. To assist in this process a network of insurance programs has been created called the Health Insurance Marketplace. Open enrollment for the Marketplaces begins **October 1, 2013**.

(*Church name*) United Methodist Church provides you insurance through the East Ohio Conference Health Benefit Plan. You will continue to be covered under the Conference Health Benefit Plan, if your eligibility status remains the same.

For more information about the provisions of the Affordable Care Act as it applies to United Methodist Church employers, you are welcome to visit the General Board of Pension and Health Benefits' health care reform web page at [www.gbophb.org](http://www.gbophb.org) . For more information about the Health Insurance Marketplace and other features of the Affordable Care Act, visit [www.healthcare.gov](http://www.healthcare.gov) .

Sincerely,

(*Employer name*)

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<sup>i</sup> For clergy: under the ACA, your "employee" is your salary-paying unit.