



TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

ACA Reporting and Tracking Service (ARTS) 2025 Renewal Confirmation Program Agreement Non-HEBP Member: Reporting Service Only (RSO)*

Program Services

The ARTS program includes the following services:

- *Measurement, Administrative, and Stability Period tracking and notification of eligibility for part-time / variable / seasonal employees (can provide tracking back to beginning of Measurement Period if 2024 data was provided by county/district);*
- *Reporting for your county/district regarding the status of potential benefits-eligible employees;*
- *Production of your county/district's 1094C and 1095C forms (and 1094B, shipped to you for distribution to employees (optional direct mail service);*
- *Transmission of your county/district's 1094C and 1095C forms to the IRS.*

Program Requirements

- 1) Participants must provide employer, payroll, employee and unpaid leave of absence (LOA) files related to the group's Health Benefits Plan in the file format designated by TAC HEBP (ARTS Data File Guide attached):
 - **Payroll data files must be provided for each payroll cycle, and should be submitted at least once per calendar month.**
 - **Employee data files must be provided, at a minimum, once per quarter.**
 - **LOA data files may be provided if and when applicable.**

NOTE: *It is critical that you provide your files in the proper format and the correct naming convention. Failure to do so may result in our inability to provide this service to your county or district.*

- 2) Enrollment files from your health insurance carrier or TPA for calendar year 2025 must be provided in order to populate 1095C forms correctly. TAC HEBP will provide a file template upon request.
- 3) Group agrees to pay program fees as described in the **2025 ARTS Fee Schedule** on page 2.

Enrollment and Data Submission Deadlines

- Please refer to the enclosed "2025 Deadlines for ARTS Files" document for details.
- Groups who wish to participate in the ARTS program must return the signed documents to TAC HEBP no later than **March 31, 2025** in order to participate.
- Data file transmission to TAC HEBP must begin no later than August 4, 2025, to avoid late fees, however, **we recommend that you continue sending your files after each payroll or at least monthly** to avoid getting backlogged.

BKJ Initials



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HEALTH AND EMPLOYEE BENEFITS POOL**

**ACA Reporting and Tracking Service (ARTS)
Reporting Services Only (RSO) Member
2025 Fee Schedule for Renewing Participant**

1	<input checked="" type="checkbox"/>	ARTS Annual Subscription Fee	*\$4.75 / form	
2	<input type="checkbox"/>	Optional Forms Distribution <i>(group chooses to have TAC mail employee forms)</i>	\$ 1.50 / form	If applicable, will be billed in 2026 after forms are produced
3	<input type="checkbox"/>	Late fee for service election form <i>(after 3/31/2025)</i>	\$1,500	
4	<input type="checkbox"/>	Late fee for ARTS data submission <i>(after 8/4/2025 and/or 1/12/2026)</i>	\$3,000	If applicable, will be billed in 2026 after forms are produced
5	<input type="checkbox"/>	Late fee for enrollment data submission <i>(after 10/31/2025 and/or 1/12/2026)</i>	\$1,500	If applicable, will be billed in 2026 after forms are produced
Total Amount Due: <i>(if zero, enter 0.00)</i>				\$ _____

**Per 1095C/1095B form*

Fees subject to change annually

BK Initials



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ACA Reporting and Tracking Service (ARTS)
Contact Designation Form

Contracting Authority: County of Jack (Group Name) hereby designates and appoints, as indicated in the space provided below, a Contracting Authority of department head rank or above and agrees that any notice to, or agreement by, a Group's Contracting Authority, with respect to service or claims hereunder, shall be binding on the Group. Each Group reserves the right to change its Contracting Authority from time to time by giving written notice to HEBP.

Name: Brian Keith Umphress Title: County Judge
 Address: 100 N Main St Suite 206 Jacksboro, Texas 76458
 Phone: 940-567-2241 Fax: 940-567-5502
 Email: countyjudge@jackcounty.texas.gov

Primary Contact: Main contact for data file and reporting matters pertaining to the ARTS program.

Name: Kim Dungan Title: Assistant County Auditor
 Mailing Address: 100 N Main St, Suite 202, Jacksboro Texas 76458
 Delivery Address (no PO Boxes): _____
 Phone: 940-567-2663 HIPAA Secured FAX number: 940-567-5978
 Email: kdungan@jackcounty.texas.gov

Other Contact Emails for ARTS correspondence regarding data files, if any:

[Signature] _____ Date 3/6/20
 Signature of County Judge or Contracting Authority
BK Umphress, County Judge
 Print Name and Title

Payroll Software provider: _____
 Software Version #: _____