



TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

ACA Reporting and Tracking Service (ARTS) 2026 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 2025 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 for retirees/COBRA participants if applicable. Forms will be provided electronically^ in PDF format*
- *Transmission of your county/district's forms to the IRS.*

^ optional: printed forms mailed to employer or direct mail service to employees for additional fee(s)

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 2026 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 **2026 ARTS Fee Schedule** on page 2.

Enrollment and Data Submission Deadlines

- Please refer to the enclosed "2026 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, 2026** in order to participate.
- Data file transmission to TAC HEBP must begin no later than August 4, 2026, to avoid late fees, however, **we recommend that you continue sending your files after each payroll or at least monthly** to avoid getting backlogged.

 **Initials**



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ACA Reporting and Tracking Service (ARTS) Reporting Services Only (RSO) Member 2026 Fee Schedule for Renewing Participant

1	<input checked="" type="checkbox"/>	ARTS Annual Subscription Fee	*\$4.75 / form	
2	<input type="checkbox"/>	Late fee for service election form (after 3/31/2026)	\$1,500	
3	<input type="checkbox"/>	Late fee for data submission (after 8/7/2026 and/or 1/8/2027)	\$3,000	If applicable, will be billed in 2027 after forms are produced
4	<input type="checkbox"/>	Optional Printed Forms** (group chooses to have TAC print forms and mail to group contact listed on page 3)	\$3 / form	If applicable, will be billed in 2027 after forms are produced
5	<input type="checkbox"/>	Optional Forms Distribution Postage (group chooses to have TAC mail printed forms directly to employees)	\$1.50 / form	If applicable, will be billed in 2027 after forms are produced
		Total Amount Due: (if zero, enter 0.00)	\$ _____	

*Per 1095C form

** You are not required to provide printed forms. If you do not, the requirements for making forms available to your employees are:

- Provide a written notification to your full-time / benefits-eligible employees to let them know that printed forms will not be automatically provided to them.
- Provide a place on your County/District website where employees can request a copy of their 1095-C form.
- Upon receipt of a request, you have 30 days to respond and provide the requested form.

Note: Fees subject to change annually

BLM 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: Human Resource Specialist
Mailing Address: 100 N Main St Suite 205 Jacksboro, Texas 76458
Delivery Address (no PO Boxes): _____
Phone: 940-584-7822 HIPAA Secured Fax#: 940-584-8211
Email: kdungan@jackcounty.texas.gov

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

[Signature] _____ Date 3/10/26
Signature of County Judge or Contracting Authority
Brian Keith Umphress
Print Name and Title

Payroll Software provider: _____
Software Version #: _____