



**ACA Reporting and Tracking Service (ARTS)  
2023 Renewal Confirmation Program Agreement  
HEBP Member: (Pooled Group or ASO)**

**Program Services**

The ARTS program includes the following services:

- *Measurement, Administrative, and Stability Period tracking for 2023 and notification of eligibility for part-time / variable / seasonal employees (can provide tracking back to beginning of Measurement Period if 2022 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 1095C forms, shipped to you for distribution to employees (optional direct mail service for additional fee);*
- *Transmission of your county/district's 1094C and 1095C forms to the IRS.*

**Program Requirements**

- 1) Participants agree to 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:
  - **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) Group agrees to pay program fees as described in the 2023 ARTS Fee Schedule.

**Enrollment and Data Submission Deadlines**

- Please refer to the enclosed "2023 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, 2023 in order to participate.
- Data file transmission to TAC HEBP must begin no later than August 4, 2023 to avoid late fees, however, **we recommend that you continue sending your files after each payroll or at least monthly** to avoid getting backlogged.

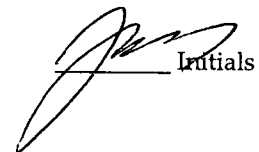


**ACA Reporting and Tracking Service (ARTS)**  
**HEBP Member (Fully Insured or ASO)**  
**2023 Fee Schedule for Renewing Participant**

1	<input checked="" type="checkbox"/>	ARTS Annual Subscription Fee	*\$4.75 / form	<b>Waived</b>
2	<input checked="" type="checkbox"/>	<b>Optional Forms Distribution</b> ( <i>group chooses to have TAC mail employee forms</i> )	\$ 1.50 / form	If applicable, will be billed in 2023 after forms are produced
3	<input type="checkbox"/>	Late fee for service election form <i>(after 3/31/2023)</i>	\$1,500	
4	<input type="checkbox"/>	Late fee for data submission <i>(after 8/8/2023 and/or 1/08/2024)</i>	\$3,000	If applicable, will be billed in 2023 after forms are produced
		<b>Total Amount Due:</b> <i>(if zero, enter 0.00)</i>		\$ _____

*\*Per 1095C form*

*Fees subject to change annually*

  
 \_\_\_\_\_ Initials



**TEXAS ASSOCIATION of COUNTIES  
HEALTH AND EMPLOYEE BENEFITS POOL**

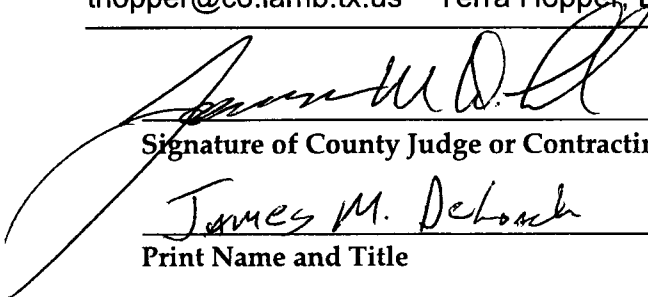
**Contracting Authority:** LAMB COUNTY (Group Name) hereby designates and appoints, as indicated in the space provided below, a Contracting Authority of department head rank or above and agrees that any notice to, or agreement by, a Group's Contracting Authority, with respect to service or claims hereunder, 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:** JAMES M DELOACH **Title:** COUNTY JUDGE  
**Address:** 100 6TH DRIVE, LITTLEFIELD, TEXAS 79339  
**Phone:** 806-385-4222 EXT 204 **Fax:** 806-385-6897  
**Email:** jmdeloach@co.lamb.tx.us

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

**Name:** JERRY YARBROUGH **Title:** COUNTY TREASURER  
**Mailing Address:** 100 6TH DRIVE, RM 111, LITTLEFIELD, TEXAS 79339  
**Delivery Address (no PO Boxes):** \_\_\_\_\_  
**Phone:** 806-385-4222 EXT 204 **HIPAA Secured Fax#:** 806-385-6897  
**Email:** jyarbrough@co.lamb.tx.us

**Other Contact Emails for ARTS correspondence regarding data files, if any:**  
thopper@co.lamb.tx.us Terra Hopper, Deputy Treasurer

  
**Signature of County Judge or Contracting Authority**  
James M. DeLoach  
**Print Name and Title**

2-13-23  
**Date**