

**Jeremiah W. (Jay) Nixon**  
Governor



**Doug Nelson**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oe.mo.gov/acct>  
**E-MAIL:** [acctmail@oa.mo.gov](mailto:acctmail@oa.mo.gov)

**Stacy Neal**  
Director

## **MEMORANDUM**

**TO:** State Agency Payroll and HR Officers  
**FROM:** Libbie Farrell, Assistant Director  
**DATE:** August 5, 2016  
**RE:** Health Insurance Marketplace notice

Health Insurance Marketplace notices are now being issued by the Department of Health and Human Services. The Health Insurance Marketplace notice state an individual has been determined eligible, enrolled in health insurance coverage through the marketplace in Missouri, and indicates that he or she is an employee of the State of Missouri.

All Health Insurance Marketplace notices received by the agency should be immediately forwarded to the Office of Administration, Division of Accounting for review and possible appeal. The State has a limited time period to submit an appeal. If the agency fails to forward the Health Insurance Marketplace notice, the State may be held liable for the employer shared responsibility payment. Please distribute this information to each agency staff affected.

If you have any questions regarding this process, please contact Curtis Forck at (573) 522-5863 or [Curtis.Forck@oa.mo.gov](mailto:Curtis.Forck@oa.mo.gov).