ACAS Status Code Listing

Health Benefits Not Offered

- **2A** - used when an employee is not eligible for health benefits due to tenure or timebase. Effective date is the employee's permitting event date or the first day of the month following the employee's cancellation of health benefits due to the loss of health benefits eligibility.
- **2B** - used when a permanent intermittent employee is appointed and must serve a control period before becoming eligible for health benefits. Effective the first day an employee must serve a control period before becoming eligible for health benefits or the first day of the month following the employee's cancellation of health benefits due to the loss of health benefits eligibility.
- **2D -** used for all newly health benefit eligible employees. This code is entered in ACAS to account for the time between the employee's permitting event date and the earliest date that the employee would be eligible for health benefits. Effective date is the employee's permitting event date.

Offer Code

- **1A** - used to document an offer of employer-sponsored health benefits. Effective the first day of the month health coverage could be effective.

Acceptance Codes

- **3A** - used to document the acceptance of health benefits within 60 days of the event that makes an employee health benefit eligible. Effective the first day of the month health coverage begins**.**
- **3B** - used to document a late acceptance of health benefits. Effective the first of the month after the employee returns the HBD-12 and has served the 90 HIPPA waiting period.

Decline Codes

- **4A** - used to document the decline of health benefits within 60 calendar days of the event that makes an employee health benefit eligible. Effective the first day of the month health coverage could be effective.
- **4B** - used when an employee fails to return their health benefit form within 60 calendar days of the event that makes an employee health benefit eligible. Effective the 61st day following the permitting event date.

Cancellation Codes

- **5A** - used to document when an employee's health benefits are "administratively canceled" due to a loss of health benefit eligibility. Effective the last day of the month the employee's health benefits are effective.
- **5B -** used to document when an employee voluntarily cancel their health benefits. Effective the last day of the month the employee's health benefits are effective.
- **5C** - used to document the temporary suspension of an employee's health benefits when the employee is temporarily separated and placed on some type of unpaid status. Effective the last day of the month the employee's health benefits are effective.

Separation Code

- **6A** - used when an employee permanently separates from any position. Effective the first day of the month following the date of the employee's separation.

Cobra Codes

- **1B -** used to document an offer of COBRA continuation coverage for an active employee. Effective the first day of the month following the cancellation of employer-sponsored health coverage.
- **1C -** used to document an offer of COBRA continuation coverage for an active employee and their dependents (not spouse). Effective the first day of the month following the cancellation of employer-sponsored health coverage.
- **1D -** used to document an offer of COBRA coverage for an active employee and their spouse (not dependents).
- Effective the first day of the month following the cancellation of employer-sponsored health coverage.
- **1E -** used to document an offer of COBRA coverage for an active employee, their spouse, and dependents.
- Effective the first day of the month following the cancellation of employer-sponsored health coverage.