

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

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COMMISSIONER OF ADMINISTRATION

December 18, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-30

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Affordable Care Act Health Insurance Marketplace Information and  
Subsidy Notices Procedures

The Federal Health Insurance marketplace open enrollment occurs annually beginning in November. Employers are required by the United States Department of Labor to provide a Health Insurance Marketplace notice to all new employees at the time of hire. As a reminder, agencies should refer to the [ACA Health Insurance Marketplace Notices](#) procedure that is available on the [OSUP Procedures](#) page of the [OSUP Website](#).

The Affordable Care Act requires each health insurance marketplace/exchange to notify employers when their employees have enrolled in marketplace/exchange health coverage and are eligible for a premium tax credit subsidy. This notice will be sent to the employer's mailing address provided by the employee on their marketplace/exchange coverage application. (NOTE: Louisiana does not have a state run marketplace/exchange, so Louisiana residents use the federally facilitated health insurance marketplace/exchange at HealthCare.Gov.) Agencies should refer to the [ACA Subsidy Notices](#) procedure that is available on the [OSUP Procedures](#) page of the [OSUP Website](#). **When an agency receives a subsidy notice, the agency must contact the OSUP Benefits and Financial Administration Unit immediately.**

As a reminder, agencies can refer employees to the [Affordable Care Act](#) page for employees on the [OSUP Website](#) for additional ACA information.

Direct questions to a member of the Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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