



## OPERATIONAL MEMO

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<b>TITLE:</b>	<b>MEDICAL ASSISTANCE ENDS AUTOMATIC MAILING FOR 1095-B NOTICES</b>
<b>SUPERSEDES NUMBER:</b>	N/A
<b>EFFECTIVE DATE:</b>	<b>JANUARY 1, 2021</b>
<b>DIVISION AND OFFICE:</b>	<b>MEDICAID OPERATIONS OFFICE</b>
<b>PROGRAM AREA:</b>	<b>ELIGIBILITY POLICY</b>
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*HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>*

### **Purpose and Audience:**

The purpose of this Operational Memo is to advise eligibility sites that the Internal Revenue Services (IRS) has suspended the requirement to mail physical copies of the 1095-B form to Health First Colorado and Child Health Plan *Plus* (CHP+) members. The memo provides instructions on how to furnish a copy of the 1095-B form to Health First Colorado and Child Health Plan *Plus* (CHP+) members if requested. This guidance is for the 2020 tax year and later, or until states receive further guidance from the Internal Revenue Services (IRS).

### **Information:**

IRS notice 2020-76, Section 6055 provides relief for public health agencies regarding furnishing the 1095-B form to Health First Colorado and Child Health Plan *Plus* (CHP+) members. The Department will provide various options for members to obtain a copy of their 1095-B form by January 31. The Department will continue to annually transmit the data electronically to the IRS. There will be no changes to the current process in place for obtaining an IRS Form 1095-B for Foster Care Youth. The Department's member facing website (found [here](#)) notifies members regarding the 1095-B form(s) no longer being mailed and includes directions on how members may obtain a copy of their 1095-B form.

Electronic copy of the 1095-B form

The fastest way members can obtain a copy of their 1095-B form is to login to their PEAK account and download a copy from the PEAK mail center. The 1095-B forms are generated for all members regardless if they have proactively created a PEAK account. If members don't already have a PEAK account, they can create one at [colorado.gov/PEAK](http://colorado.gov/PEAK).

Member options to request a copy:

Members may request a copy of their 1095-B form through email, mail and/or by contacting their County Department of Human Services. The following options are available for the member to obtain the 1095-B form:

1. Online: [colorado.gov/PEAK](http://colorado.gov/PEAK)
2. E-mail: [hcpf\\_moo\\_1095request@state.co.us](mailto:hcpf_moo_1095request@state.co.us)
3. Written Request:  
  
Dept. Of Health Care Policy & Financing  
ATTN: Eligibility Policy  
1570 Grant St.  
Denver, CO 80203
4. Phone: Members will need to contact their county department of human services. Those contacts can be found at [colorado.gov/cdhs/contact-your-county](http://colorado.gov/cdhs/contact-your-county).

Members who seek a copy through email, mail and/or phone should provide their first and last name, Medicaid number, current mailing address that is on file and/or a new mailing address when making a request.

County Process

While 1095-B forms will not be physically mailed to members via the Colorado Benefits Management System (CBMS), they will still be available for batch print request and manual printing. County workers who receive a request for the 1095-B form from a member can obtain a copy in the member's case under the "printed client correspondence" page. The form(s) can be either locally printed and physically mailed or requested for a batch print to be mailed through CBMS. The form(s) will need to be sent to the member within 30 days of the date the request is received. County workers

should document in the CBMS case comments that a request to mail the form was received and the date the form was mailed or requested to be mailed by CBMS.

**Attachment(s):**

**[For County Partners: Form 1095-B Frequently Asked Questions](#)**

**[Foster Care and IRS Form 1095-B: Frequently Asked Questions](#)**

**Department Contact:**

Eligibility email:

hcpf\_medicaid.eligibility@state.co.us