

A black and white photograph of a modern school building with a curved facade and large windows. The building is set against a cloudy sky. In the foreground, there is a paved area with some markings.

# CASE STUDY

## GRAVES COUNTY SCHOOLS

- 800 Employees
- 4,400 K12 Students
- 100% Reporting by IRS Deadlines

ACA-Track™ Helps K12 District Stay Compliant  
With Affordable Care Act Without Adding Staff

The logo for ACA-Track, featuring a stylized graphic of three curved lines in white and yellow above the text.

ACA-Track™  
Collect. Monitor. Report.

# Executive Summary

The K12 district of Graves County Schools in Kentucky has an enrollment of 4,400 students, with an average daily attendance at 96 percent, and is a statewide leader in its graduation rate of 97 percent. PSST, developer of ACA-Track™, and Graves County worked together to determine how to ensure the district's entire employee base of 800 was properly accounted for in its ACA tracking in 1095 and 1094 IRS filings.

As an early adopter of the ACA-Track™ software, the district was a true beta tester and represented its first IRS filing -- in compliance and on schedule. PSST's ACA-Track™ collects and monitors employee hours worked for 100 percent of the employer's employee base, with complete and seamless data integration for any payroll system or HRIS and most financial management systems.

“The PSST software was definitely needed for the heavy lifting. We needed guidance, and their key managers had human resource backgrounds which was a big help” said Amanda Henderson, HR Manager at Graves County Public Schools.

# The Challenges

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The biggest challenge in a school district setting is to verify all the appropriate employer-provided health insurance offers and coverage terms are made in a timely manner. Graves County Schools had no full-time resource to assign to this ACA tracking process.

“The PSST software was definitely needed for the heavy lifting. We needed guidance, and their key managers had human resource backgrounds which was a big help,” said Amanda Henderson, HR Manager at Graves County Public Schools.

With 800 employees, making sure the dependents received an insurance offer via a report was critical to the Graves County equation. In Kentucky, the main issue was ACA-Track™ could be used to prove compliance and reporting, *before* filing as a measure of accuracy.

“It is not an issue of cost for a Kentucky school district, because the state’s bottom line is impacted, not the school district, but the offers to employees and their dependents, plus spouses, had to be right,” she added.

For other states, like Connecticut, Texas, and Louisiana inaccuracies are more of a cost issue, and not just compliance, Henderson explained.

# How ACA-Track™ Helped

ACA-Track™ electronically creates IRS reports and maintains all ACA compliance data in one location for easy retrieval in the event of an IRS audit. The ACA-Track™ system integrates with the school district's financial management and human resource systems. Actual hours worked are collected by ACA-Track™ from multiple information sources, such as timekeeping and substitute teacher management systems.

The monitoring of actual hours worked in this comprehensive manner ensures adequate preparedness for the school district for ACA reporting and in the event of an IRS audit.

“We really like that it worked with Munis, our financial management system. That was fantastic,” Henderson said. “The majority of the data just rolled over into PSST [ACA-Track™]. The manual data entry was minimal. The issues were mainly as an employer we had to sort out social security numbers and find the accurate addresses.”

For the Graves County district, this simplified the process, making it achievable in the annual reporting timeframes.

“We are excited about the mobile tracking that PSST [ACA-Track™] will have this Fall (2016), as we can now view mobile contracting time monthly, and these hours for variable hour employees, especially coaches, are important to watch,” Henderson said.

ACA-Track™ alerts the administrator of part-time employees who are approaching the 30/130-hour threshold before the hours are exceeded. Administrators can then make decisions to offer health insurance coverage or trim back the employee hours to stay within the maximum number of the full-time threshold.

# Results & Return On Investments

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Graves County ended the 2016 look-back measurement period in October, and by October 3, was prepared to make offers qualifying employees—including dependents, spouses and partners. For the look back period of the previous 12 months, employees averaging 30 hours a week qualified for an insurance offer.

“We had 200 to 300 issues, and we learned we had to change our internal practices to make sure that the data going into Munis versus our financial management system was accurate. For example, terminations and their end dates have to be left in the system for ACA tracking purposes. The end date must be present,” she explained.

“We look forward to the PSST [ACA-Track™] mobile application, and the single sign on feature. Coaches start practicing now and we need to track their hours,” Henderson said. “PSST ACA-Track™ worked with us on particular issues tied to temporary employment, and built a temporary workaround into the system.”

She added, PSST’s ACA-Track™ software made it possible for this compliance to be reduced down to a part-time function for their internal team. A dedicated person was not needed, and accuracy was achieved, she said.