

# Exchange Notice

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The Affordable Care Act (ACA) requires all employers to notify their employees of the opportunity they have to purchase health coverage through the health insurance marketplace. Employers are responsible for providing this notice to all employees at the time of hire – regardless of plan enrollment status or of part-time or full-time status. The notice may be sent either by first-class mail or electronically (if U.S. Department of Labor guidelines are satisfied). Model notices in both English and Spanish can be found on the U.S. Department of Labor website at the following links below.

More information about the delivery of the model notice can be found in the technical release.

- [Model Notice Link \(English\)](#)
- [Model Notice Link \(Spanish\)](#)
- [Technical Release Link](#)

<https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/coverage-options-notice>