



# Who can use the SHOP Marketplace?

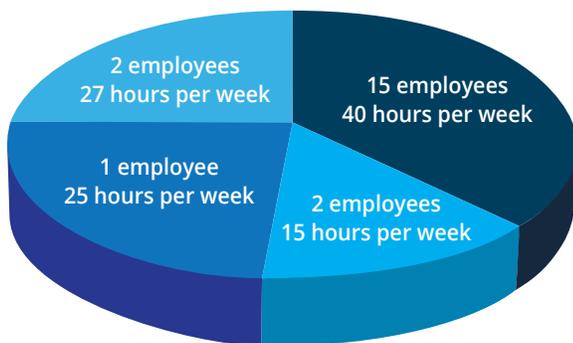
## To participate in the Small Business Health Options Program (SHOP) Marketplace, you must:

- Have a primary business address within the state where you're buying coverage, or have an eligible employee with a primary worksite within the state where you're buying coverage.
- Have at least one common-law employee on payroll (not including a business owner or sole proprietor, or their spouses on the payroll) to enroll in coverage. For the definition of a common-law employee, visit [irs.gov/businesses/small-businesses-&self-employed/employee-common-law-employee](https://www.irs.gov/businesses/small-businesses-&self-employed/employee-common-law-employee).
- Offer coverage to all your full-time employees — those working an average of 30 or more hours per week.
- Employ 50 or fewer full-time equivalent employees (FTEs). For example, 2 half-time employees generally equal 1 FTE. Visit the SHOP FTE Calculator at [HealthCare.gov/shop-calculators-fte](https://www.healthcare.gov/shop-calculators-fte) for a quick way to calculate how many FTEs you have.

## Here's how to calculate FTEs when you apply for the SHOP Marketplace:

- Use the most recent year.
- Exclude seasonal employees (those working fewer than 120 days a year) from all calculations.
- Count the number of people who worked an average of 30 or more hours a week.
- Add to this amount the number of hours worked per week by non-full time employees divided by 30.

**Example:** Mike owns a business with 20 employees. He has:



- 15 employees working an average of 40 hours per week
- 2 employees working an average of 15 hours per week
- 1 employee working an average of 25 hours per week
- 2 employees working an average of 27 hours per week

Here's how Mike calculates his FTEs:

- Number of full-time employees = 15
- Non full-time employee hours  $(15+15+25+27+27) \div 30 = 3.6$  or 3 FTEs (always round down when calculating FTEs)
- Mike has 18 FTEs

Once your business is determined eligible for coverage in the SHOP Marketplace, as a business owner, you, your spouse, and your dependents may sign up for SHOP Marketplace coverage.

You have the right to get the information in this product in an alternate format. You also have the right to file a complaint if you feel you've been discriminated against. Visit <https://www.cms.gov/About-CMS/Agency-Information/Aboutwebsite/CMSNondiscriminationNotice.html>, or call the Marketplace Call Center at 1-800-318-2596 for more information. TTY users should call 1-855-889-4325.

