



# 2025 Annual Reporting Form (ARF) Webinar for the Fair Chance Ordinance and Health Care Security Ordinance



Office of Labor Standards Enforcement

# Materials & Recording

The slide deck and a recording of this webinar will be posted on the OLSE website after the webinar:

<https://www.sf.gov/departments--office-labor-standards-enforcement>



# Chat Box

- Public announcements & helpful information



# Questions and Answers – Q&A Box

## Questions & Answers Box

- Staff will provide answers to your questions via the Q&A box during the presentation(s).
- Selected questions and answers will be posted on our website after the event.

*Some questions may require more information and you may be asked to contact us.*



# Live Question and Answer Sessions

We will select FAQs at the end of the FCO presentation and then again, at the end of the HCSO presentation.



# Presenters

## Presentations

Beverly Popek (FCO)

Maura Prendiville (HCSO)

## Q&A

Jade San Diego (FCO)

Giselle Olmedo (FCO)

Kevin Brunner (HCSO)

Bianca Polovina (HCSO)

## Chat Box

Sally Chen



# Overview

1. Introduction
2. Fair Chance Ordinance (FCO) Report
3. FAQ Session for FCO
4. Health Care Security Ordinance (HCSO) Report
5. FAQ Session for HCSO



# Introduction



# When is the submission due?

Covered employers are required to submit the 2025 Employer Annual Reporting Form (ARF) by **May 1, 2026**.

Covered Employers who fail to submit the Employer Annual Reporting Form by the deadline may be subject to a penalty of \$500 per quarter.



# When can I access the Annual Reporting Form (ARF)?

You can access to the ARF on Friday, March 27, 2026.



# Where can I find the Form and Resources?

<https://www.sf.gov/submit-employer-annual-reporting-form-olse>



# Submit an Employer Annual Reporting Form to OLSE

[Office of Labor Standards Enforcement](#)



## Annual Report Form

Employers covered by the Health Care Security Ordinance and/or Fair Chance Ordinance are required to submit the Employer Annual Reporting Form to OLSE each year. The 2025 Annual Reporting Form (ARF) is due on Friday, May 1, 2026.

[Submit 2025 Annual Reporting Form](#)

## Resources



### ARF Preview Pages

- [Preview PDF slides of the 2025 Annual Reporting Form](#)
- [Preview PDF slide of the 2025 Annual Reporting Form FCO Only](#)



### ARF Instructions

- [Follow the 2025 ARF written instructions \(PDF\)](#)
- [Follow the 2025 ARF instructions \(Webpage\)](#)



### ARF Video Guide

- [Watch the recorded Webinar on how to submit the 2025 Annual Reporting Form, recorded on March 24, 2026](#)
- [View the 2025 ARF Webinar slides](#)
- [Selected Questions & Answers from the FCO & HCSO ARF Webinar](#)



## Annual Report Form

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[Submit 2025 Annual Reporting Form](#)

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# What will I need to complete the form?

- Use the PDF copy of the ARF to view all questions.
- Gather answers to all the questions for the FCO & HCSO sections.
- Remember that there are links on the live form to read instructions/helpful information.



# Your 7-digit San Francisco Business Account Number

## Multiple Ways to Find Your Business Account Number

1. This number can be found on the Business Registration Certificate(s)(AKA business license) issued by the San Francisco Treasurer & Tax Collector.
2. Search the [San Francisco Data website](#). A link to this database is on the form.
3. A letter from OLSE will arrive by April 1 with information about the ARF and it will list your 7-digit business account number.



# Business Account Number Information (1 of 2)

1. If your Business Account Number is only six digits, add a zero to the beginning of the number.
2. If you do not have a Business Account Number, please visit the [website of the Office of the Treasurer and Tax Collector](#) to register your business **as soon as possible**.



# Business Account Number Information (2 of 2)

3. OLSE **does not** have your Business Account Number, and OLSE cannot grant extensions for completing the Form because a business has not yet obtained one.
4. Controlled Group of Multiple Entities - If you are submitting aggregated information for a controlled group of multiple entities, enter the Business Account Number for any one of those entities.



# Corrections/Resubmissions

- If you make a mistake on your ARF, you may re-submit a corrected form.
- The corrected submission will replace any form submitted previously with the same Business Registration Account Number.



# Can you look up my submission/report?

No. OLSE can't look up your submission/report.



# Other Helpful Information

- Prepare and Plan - Take the time to plan your answers and record the answers.
- The form can only be completed and submitted in the continental United States.



# Introduction Questions and Instructions



# Access the ARF Multiple Ways!

- Submit ARF & Resources Page - <https://www.sf.gov/submit-employer-annual-reporting-form-olse>
- FCO webpage - <https://www.sf.gov/information--fair-chance-ordinance>
- HCSO webpage - <https://www.sf.gov/information/health-care-security-ordinance>
- OLSE Website and navigate from there - <https://www.sf.gov/departments/office-labor-standards-enforcement>



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## Annual Report Form

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# Introduction Page

Do I have to fill out the ARF?

- By submitting the Introduction Page, Employers who were not covered by the Fair Chance Ordinance and the Health Care Security Ordinance will be directed to a webpage indicating that they do not need to complete the 2025 Employer Annual Reporting Form.
- If you are not covered by these laws, you do not need to notify the City; no further action is required.



# Introduction Page

Answer these questions to find out if you need to complete a 2025 Employer Annual Reporting Form. The form can only be completed and submitted in the continental United States. [More information ↗](#)

1) Did any employees regularly work in San Francisco in 2025? Include only employees who worked 104 hours or more in a quarter. Include employees who worked from home in San Francisco. [More information ↗](#)

Yes  No

2) How many workers did the employer have performing work in 2025? Include all workers worldwide. If the number fluctuated, see the [instructions ↗](#).

0-4  5-19  20-49  50+

3) Did the employer have a contract to perform work for the City and County of San Francisco during 2025?

Yes  No

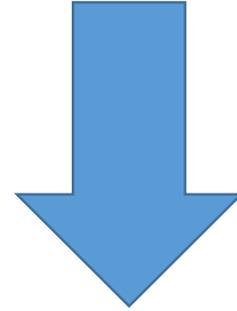
4) Is the employer a for-profit or a non-profit entity?

For-profit  Non-profit

Next

Reset

# Not Required to File Message



## Not Required to File

You are not required to complete the 2025 Employer Annual Reporting Form. No further action is required.

Close the browser or click on the Cancel button below to go back to the Introduction page.

Cancel

# Getting Started

Based on your answers to the introductory questions, you must complete the 2025 Employer Annual Reporting Form.

The form is due by Friday, May 1, 2026. Employers who do not submit a form may be subject to a penalty of \$500 per quarter.

Read the [Instructions](#) before you begin. If you need help completing the form, sign up for a [2025 Employer Reporting Form Webinar](#).

You will need a San Francisco Business Account Number to complete the form. You can find this number:

- On your Business Registration Certificate issued by the San Francisco Treasurer & Tax Collector.
- On the [San Francisco Data website](#).

If you have not registered with the S.F. Treasurer and Tax Collector's Office, you will need to register before completing this form. [Register here](#).

Enter your 7-digit S.F. Business Account Number and click "Validate". If it has only 6 digits, enter a zero first.

Business Account Number

Enter Data

Validate

Business Name:

Is this your Business?

Continue

Cancel

Do not use your browser back button to navigate between pages.

Sign In

Actions ▾

Export

## Registered Business Locations - San Francisco

Uniqu...	Business Account Number	Location Id	Ownership Name	DBA Name	Street Address
1031796-06	1015153	1031796-06-151	American Glazing & Aluminum	Parkmerced	815 Arnold Dr Ste 11
1006390-09	1003467	1006390-09-141	King Jim	Woodland Construction	4524 Salida Blvd
0406369-01	0406369	0406369-01-999	Billings Michael	Billings Michael	1015 Dante Ave
1396872-08	1173275	1396872-08-251	Royal Construction & Remodel, Inc.	Rcr Electric	15376 Po Box
0422555-01	0422555	0422555-01-999	Nextbus Inc	Nexbus	2433 Mariner Square Loop



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If you have not registered with the S.F. Treasurer and Tax Collector's Office, you will need to register before completing this form. [Register here](#).

Enter your 7-digit S.F. Business Account Number and click "Validate". If it has only 6 digits, enter a zero first.

Business Account Number

Validate

Business Name

Is this your Business?

Continue

Cancel

Click Continue if the Business Name is correct.

## Name and Address

Business Account Number

Registered Name

Business DBA Name

Mailing Address 1\*

Mailing Address 2

City\*

SAN FRANCISCO

State

CA ▼

Zip\*

\* Required fields.

If this is a new address, please update your record with the Treasurer and Tax Collector's Office [here](#).

### Business Type

Select if you are filing on behalf of several entities in the same "control group" or under common control. [More information](#)

Use buttons at the bottom of this form to navigate forward and backwards. Do not use the back button in your internet browser or you may lose your answers.

Next

Cancel

# FCO Questions and Instructions



# FCO - Who is Covered? (1 of 2)

## Employers without City Contract(s)

5+ employees worldwide & any employees (or planned positions) in SF

- Any position where the employee works/will work at least 8 hours per week in SF



# FCO - Who is Covered? (2 of 2)

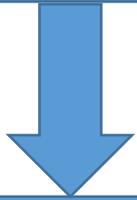
## City and County of San Francisco Contractors of Any Size

"Contractor" shall mean any person or persons, firm, partnership, corporation, or combination thereof who enters into a Contract or Property Contract with the City and County of San Francisco.



# What if I'm covered under the FCO but not the HCSO?

- Nonprofits with 20-49 employees
- City Contractors with less than 20 employees



Covered under the FCO but not the HCSO



These entities will be directed to report on the FCO only



# Fair Chance Ordinance Reporting

The San Francisco [Fair Chance Ordinance](#) requires all City Contractors and employers with 5 or more employees **to follow strict rules regarding the use of arrest and conviction records in hiring and employment decisions.** The law applies to positions that perform 8 hours of work or more in San Francisco.

**Employers covered by the law are required to report to the OLSE.** [More information](#)

1) In 2025, how many employees did your company hire to work in San Francisco? Please include employees who are telecommuters which means they live in San Francisco.

2) During 2025, did your company's employment application for jobs in San Francisco, including online applications, ask about arrest or conviction records?

Yes  No

3) In 2025, did your business conduct criminal background checks for any applicants before making a conditional offer of employment?

Yes  No

4) The FCO prohibits employers from inquiring about the following at any time:

- An arrest not leading to a conviction, except for unresolved arrests;
- A conviction that is more than 7 years old;
- Participation in a diversion or deferral of judgment program;
- A conviction that has been dismissed, expunged, or otherwise invalidated;
- A conviction in the juvenile justice system;
- An offense other than a felony or misdemeanor, such as an infraction

# **1. In 2025, how many employees did your company hire to work in San Francisco? Please include telecommuters in San Francisco which means they live in San Francisco.**

- Reporting period is the entire calendar year.
- Covered employees are people who work 8 hours a week in San Francisco.
- Include part-time, temporary, seasonal employees, as well as telecommuters who work within the geographic boundaries of San Francisco.



## 2. During 2025, did your company's employment application for jobs in San Francisco, including online applications, ask about arrest or conviction records?

Yes or No

- Report on whether your company or organization's employment application for jobs in San Francisco ask about arrest or conviction information.
- This can include an online application template that is not specific to San Francisco, but that is used by applicants for San Francisco jobs.



### **3. In 2025, did your business conduct criminal background checks for any applicants before making an conditional offer of employment?**

Yes or No



## 4. The FCO also prohibits covered employers from ever considering the following at anytime:

- An arrest not leading to a conviction, except for unresolved arrests.
- Participation in a diversion or deferral of judgment program.
- A conviction that has been dismissed, expunged, otherwise invalidated, or inoperative.
- A conviction in the juvenile justice system.
- An offense other than a felony or misdemeanor, such as an infraction.
- A conviction that is more than 7 years old (*unless the position being considered supervises minors or dependent adults*).
- A conviction for decriminalized conduct, including the non-commercial use and cultivation of cannabis (as of October 1, 2024)

**In 2025, did your company inquire about any of the above? Yes or No.**



5) In 2025, did you hire anyone with a conviction history?

Yes  No  Do not know

6) Is your business exempt from any of the FCO's restrictions (either because you are required to conduct background checks under state or federal law, or because your employees are drivers or work with children, seniors, or disabled individuals)? [More Information](#)

Yes  No

7) What is the highest number of employees, globally, your business had in any quarter of 2025?

0-19

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### Fair Chance Ordinance Resources and Support

Website: <https://sf.gov/fco>

Email: [fco@sfgov.org](mailto:fco@sfgov.org)

Fair Chance Ordinance Hotline: (415) 554-5192

**Use buttons at the bottom of this form to navigate forward and backwards. Do not use the back button in your internet browser or you may lose your answers.**

Previous

Next

Cancel



# 5. In 2025, did your company hire anyone with a conviction history?

Possible Answers:

- Yes
- No
- Don't know



# 6. Is your business exempt from any of the FCO's provisions (either because you are required to conduct background checks under state or federal law, or because your employees are drivers or work with children, seniors, or disabled adults)? (1 of 2)

Yes or No.

6) Is your business exempt from any of the FCO's restrictions (either because you are required to conduct background checks under state or federal law, or because your employees are drivers or work with children, seniors, or disabled individuals)? [More Information](#)

Yes  No



# 6. Is your business exempt from any of the FCO's provisions (either because you are required to conduct background checks under state or federal law, or because your employees are drivers or work with children, seniors, or disabled adults)? (2 of 2)

Yes or No.

6) Is your business exempt from any of the FCO's restrictions (either because you are required to conduct background checks under state or federal law, or because your employees are drivers or work with children, seniors, or disabled individuals)? [More Information](#)

Yes  No

6a) If so, please select the type of jobs for which you are hiring:

Financial Services  
Financial Services  
Care for Children, Seniors, or Disabled Individuals  
Driving and transportation  
Other

7) What is the highest number of employees your business had

0-19

Fair Chance Ordinance Resources and Support

Website: [www.fcfo.org/faq/](http://www.fcfo.org/faq/)



## 7. What is the highest number of employees your business had in any quarter of 2025?

- You will only have to answer this question if you do NOT have to submit HCSO data.
- Count all employees in the world (outside of San Francisco).
- Select from the dropdown menu.

7) What is the highest number of employees, globally, your business had in any quarter of 2025?

# FCO Unit

FCO Webpage: [www.sf.gov/olse-fco](http://www.sf.gov/olse-fco)

Recorded Webinars: <https://www.sf.gov/videos-about-san-francisco-labor-laws>

Email: [fco@sfgov.org](mailto:fco@sfgov.org)

Office of Labor Standards Enforcement Website: [www.sf.gov/olse](http://www.sf.gov/olse)



Office of Labor Standards Enforcement

# I need to speak/communicate with someone about the ARF

(415) 554-7892

or

[hcsosfgov.org](mailto:hcsosfgov.org)





# FCO Questions?

Send us your questions in the Q&A Box.  
Staff will answer your questions during this webinar.

Selected questions and answers will be posted on  
our website after the event.



Office of Labor Standards Enforcement



# Employer Annual Reporting Form for 2025

Health Care Security Ordinance

[hcsosfgov.org](mailto:hcsosfgov.org)  
(415) 554-7892



Office of Labor Standards Enforcement

# HCSO: Who's Covered

## Health Care Security Ordinance (HCSO)

- Applies to:
  - for-profit employers with **20 or more workers worldwide**
  - nonprofits with **50 or more workers worldwide**
- Requires health care expenditures for SF employees at a certain hourly rate;
- Requires annual reporting by employers



# Annual Reporting: Big picture

- You should already be familiar with the HCSO;
  - This should not be the first time you've heard of this law.
  - If you're new to the HCSO or need a refresher about compliance, sign up for the next monthly compliance webinar on April 7<sup>th</sup>, 2026:
  - [Employer Webinars - San Francisco City Option \(sfcityoption.org\)](https://sfcityoption.org)
- You should have already complied with the HCSO;
  - This should not be the first time you're reviewing your compliance for last year.
- You should know *how* you complied, and use the Reporting Form to provide the City with an overall snapshot of your compliance;
  - No, OLSE does **not** know all the ways you complied with the HCSO, even if you have a City Option account.
- **Deadline for 2025 report = May 1, 2026**



# Resources

- **Reporting form resource page:**  
<https://www.sf.gov/submit-employer-annual-reporting-form-olse>
  - PDF preview of the full form
  - Instructions
- **HCSO Page:** [Health Care Security Ordinance | San Francisco \(sf.gov\)](#)
- Hotline: email [hcsosf@sfgov.org](mailto:hcsosf@sfgov.org) or call (415) 554-7892



# Before You Begin

- You cannot save the form and return to it later—so we *highly recommend* you utilize the PDF preview to view all the questions (<https://www.sf.gov/submit-employer-annual-reporting-form-olse>).
- Prepare your answers in advance.
- If the person submitting the form is physically located outside the continental U.S., please contact OLSE for guidance.



# What information will I need?

- SF Business Account Number;
- # Employees who worked in SF (including remote workers who live in SF);
- Types of health care expenditures made for the SF employees last year, and how much was spent on:
  - Health insurance? (fully-funded or self-funded)
  - Dental/vision insurance?
  - City Option payments?





# Business Size: Number of Workers

## Health Care Security Ordinance Reporting

Items	1st Quarter January to March 2025	2nd Quarter April to June 2025	3rd Quarter July to September 2025	4th Quarter October to December 2025
Business Size - Number of Workers Worldwide <a href="#">More information ↗</a>	<input checked="" type="radio"/> 0-19 <input type="radio"/> 20-49 <input type="radio"/> 50-99 <input type="radio"/> 100+	<input checked="" type="radio"/> 0-19 <input type="radio"/> 20-49 <input type="radio"/> 50-99 <input type="radio"/> 100+	<input checked="" type="radio"/> 0-19 <input type="radio"/> 20-49 <input type="radio"/> 50-99 <input type="radio"/> 100+	<input checked="" type="radio"/> 0-19 <input type="radio"/> 20-49 <input type="radio"/> 50-99 <input type="radio"/> 100+



## HCSO Reporting

# Business Size

- How many people worked for your business in each quarter of 2025?
  - Total **worldwide**, regardless of geographic location
  - Include all persons, regardless of status (temp, etc.)
  - If number fluctuates, average 13 weeks of the quarter
  - Ranges:
    - 0-19
    - 20-49
    - 50-99
    - 100+



# Employees

## Employees Covered by the HCSO (1 of 2)

Employees Covered by the HCSO <a href="#">More information ↗</a>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
---	--------------------------------	--------------------------------	--------------------------------	--------------------------------



## Employees

# Employees Covered by the HCSO (2 of 2)

- ***How many employees were entitled to health care spending from your business under the HCSO in each quarter of 2025?***
  - Regularly worked at least 8 hours of work/week or an average of 8 hours in SF (including remote workers in SF)
  - Employed for 90 calendar days after first day of work;
  - **Limited exemptions**
  - **All, or nearly all, of your San Francisco employees will fit into this category.**



## Employees

# Total Health Care Spending

Total Health Care Spending  
for Employee Covered by the  
HCSO in Dollars  
(ie, 200346 instead of  
\$200,345.59)

[More information ↗](#)

Types of Health Care Spending included in the total above (select all that apply).

If you check any of the Self-Funded options, please enter the hourly amount in the Other field at the bottom.

- Health Insurance (Traditional/Fully Funded)
- Vision (Traditional/Fully Funded)
- Dental (Traditional/Fully Funded)
- Self-Funded Health Insurance
- Self-Funded Vision
- Self-Funded Dental
- San Francisco City Option
- Contributions to a Taft Hartley Union fund for Health Insurance
- Health Savings Account
- Irrevocable HRA
- Other (describe below max 250 characters)

## Employees

# Total Health Care Spending Details

- Type in **combined quarterly total** spent on SF employees for all types of health care expenditures, including:
  - Insurance (do NOT include premiums paid by employees)
  - City Option payments;
  - Health & welfare contributions;
  - Health Savings Accounts;
- No need to break down dollar amounts for each category.
- Note: if any insurance plans were self-funded, do NOT include those in the quarterly dollar amount. Those have an hourly calculation. Check the “self-funded” box and write the hourly amount in “other.”



# Surcharge

# Surcharge (1 of 2)

## Surcharge

Did you impose a surcharge on your customers at any time in 2025 to cover, in whole or in part, the costs of providing health care and/or complying with the HCSO?

[More information](#)

- Yes - Please complete the sections below.
- No

If yes, how much did you collect (in dollars) from your customers in 2025 through this surcharge for employee health care?

If yes, please enter the language on your menu, receipts, or customer contracts to identify the surcharge:

Limit responses to 500 characters, including spaces and special characters.

Use buttons at the bottom of this form to navigate forward and backwards. Do not use the back button in your internet browser or you may lose your answers.

## Surcharge

## Surcharge (2 of 2)

- Did you impose a surcharge on your customers at any time in 2025 to cover the costs of providing health care and/or complying with the HCSO?
- If no, select “no” and move on.
- If yes, please enter the dollar amount collected in calendar year 2025.
- Then enter the language used to identify the surcharge on your menu/receipts, etc. For example, “Healthy SF fee,” “Employer Mandates,” “HCSO charge.”



# Certification

## Certification

- Certify you are an authorized representative; submit under penalty of perjury
- Your Name, Title, & Phone
- Email Address –
  - Please double check to ensure receipt of confirmation email!

Submit

- Corrections after submission: start the form over and resubmit – we will use the most recent submission.



# Troubleshooting

Made a mistake?

- You can resubmit the form, but not edit.

Realized you're out of compliance?

- Please contact OLSE for advice about how to remedy past noncompliance.



I would like to speak/communicate with  
someone about the ARF

(415) 554-7892

or

[hcsosfgov.org](mailto:hcsosfgov.org)





# Questions?

Send us your questions in the Q&A Box.

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website after the event



**Office of Labor Standards Enforcement**



# Thank for attending!

- We will keep the webinar open for you to send us your questions and get answers.
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