

Important Message

Groups applying for a **1st of the month effective date must be submitted to Health Net by the 5th of the month. Paperwork must be completed by the 20th of the month**, otherwise the group will be rolled to the following month.

Employer Requirements

- ☐ **A signed original application for Group Service Agreement (GSA).**
- ☐ **A complete employee application for each eligible employee, enrolling/waiving coverage.**
- ☐ **Electronic Check form for the first month's premium drawn from the group account.**
Live checks are accepted on an exception only basis
- ☐ **The latest quarter DE-9C, reconciled**
 - 1-4 enrolled: required; if not in business long enough to have a DE-9C, 2 weeks of company wide payroll may be submitted.
 - 5+ enrolled: not required
 - two (2) weeks payroll required for all employees that don't appear on the current DE-9C.
 - for wages exceeding a part-time and wages below full-time status, payroll will be required.
- ☐ **Ownership paperwork**
 - required if owner/partners names do not appear on the DE-9C or payroll records.
 - must list each person's first and last name.
 - paperwork must be filed with the state or county.
 - for groups 25+ enrolled, owner/partner may complete Proof of Eligibility Statement.

For PPO Plans

- ☐ **Copies of EOBs for employees requesting Deductible Credit from prior carrier.**
- ☐ **Kaiser Permanente:** if you are also offering Kaiser Permanente, include all Health Net waivers for those employees enrolling with Kaiser.