



## New Case Submission Rules & Timelines for Small Groups

Health Net is looking to you, as our business partners, to ensure that the onboarding process for new groups is as seamless as possible. To achieve this Health Net must receive the completed, signed, and dated submission documents by the dates set. If you are working with a General Agency (GA), then the GA may request the below information earlier in order to review the group and submit to Health Net by the submission deadlines indicated.

Below are documents that are required at the time of new case submission:

- Live check, copy of check, or check by fax (first month's premium)
- Plan selections
- Signed & completed Group Service Agreement (GSA) Application
- Brokers may either submit all signed & completed Employee enrollment forms required **OR** the Employee Census Enrollment sheet found on [The Hub](#) with the understanding that the Broker is responsible for retaining all signed and completed forms. **GA must utilize the Census Enrollment Sheet.**
- Arizona Tax & Wage Report (UC-O18)

Please note the dates and times noted in the below Submission Calendar are when Underwriting must receive all the required documents stated above. The required documents must be sent in advance of the deadline to allow Sales time to review the submission. Cases that are sent to Sales less than 2 days prior to the deadline may not be able to reserve the effective date if information is missing or incomplete. **Please indicate at the front of the email subject line "[New Case Submission](#)"**

- Cut-off date is the **5<sup>th</sup> of the month** or following business day if cut-off falls on a holiday or weekend.
- **Late Case Submission List** must be submitted by **5:00 pm** of the next business day after the cut-off.
- Late Case must be submitted by **5:00 pm** on the **15<sup>th</sup> of the month** or following business day if cut-off falls on a holiday or weekend.
- All cases must be completed by **5:00 pm** on the **20<sup>th</sup> of the Effective Date month**, or following business day if cut-off falls on a holiday or weekend, or it will get rolled to the next month's Effective Date.

MONTH	SUBMIT CASE BY 05:00 PM	SUBMIT LATE CASE LIST BY 05:00 PM	SUBMIT LATE CASE BY 05:00 PM	COMPLETE CASE BY 05:00 PM ***Case will roll to next month's eff. dt. after this date
January	Friday Jan. 5, 2018	Monday Jan. 8, 2018	Tuesday Jan. 16, 2018	Monday Jan. 22, 2018
February	Monday Feb. 5, 2018	Tuesday Feb. 6, 2018	Thursday Feb. 15, 2018	Tuesday Feb. 20, 2018
March	Monday Mar. 5, 2018	Tuesday Mar. 6, 2018	Thursday Mar. 15, 2018	Tuesday Mar. 20, 2018
April	Thursday Apr. 5, 2018	Friday Apr. 6, 2018	Monday Apr. 16, 2018	Friday Apr. 20, 2018
May	Monday May 7, 2018	Tuesday May 8, 2018	Tuesday May 15, 2018	Monday May 21, 2018
June	Tuesday Jun. 5, 2018	Wednesday Jun. 6, 2018	Friday Jun. 15, 2018	Wednesday Jun. 20, 2018
July	Thursday Jul. 5, 2018	Friday Jul. 6, 2018	Monday Jul. 16, 2018	Friday Jul. 20, 2018
August	Monday Aug. 6, 2018	Tuesday Aug. 7, 2018	Wednesday Aug. 15, 2018	Monday Aug. 20, 2018
September	Wednesday Sept. 5, 2018	Thursday Sept. 6, 2018	Monday Sept. 17, 2018	Thursday Sept. 20, 2018
October	Friday Oct. 5, 2018	Monday Oct. 8, 2018	Monday Oct. 15, 2018	Monday Oct. 22, 2018
November	Monday Nov. 5, 2018	Tuesday Nov. 6, 2018	Thursday Nov. 15, 2018	Tuesday Nov. 20, 2018
December	Wednesday Dec. 5, 2018	Thursday Dec. 6, 2018	Monday Dec. 17, 2018	Thursday Dec. 20, 2018