



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.**
- DE-9C and/or payroll journal

The items above must be included by the submission cut-off date or will be moved to the next effective month.

- Cut-off date is the **5th 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 **15th of the month** or following business day if cut-off falls on a holiday or weekend.

| 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 | Tuesday, Jan. 5, 2021 | Wednesday, Jan. 6, 2021 | Friday, Jan. 15, 2021 | Wednesday, Jan. 20, 2021 |
| February | Friday, Feb. 5, 2021 | Monday Feb. 8, 2021 | Tuesday, Feb. 16, 2021 | Monday, Feb. 22, 2021 |
| March | Friday, Mar. 5, 2021 | Monday, Mar. 8, 2021 | Monday, Mar. 15, 2021 | Monday, Mar. 22, 2021 |
| April | Monday, Apr. 5, 2021 | Tuesday, Apr. 6, 2021 | Thursday, Apr. 15, 2021 | Tuesday, Apr. 20, 2021 |
| May | Wednesday, May 5, 2021 | Thursday, May 6, 2021 | Monday, May 17, 2021 | Thursday, May 20, 2021 |
| June | Monday, Jun. 7, 2021 | Tuesday, Jun. 8, 2021 | Tuesday, Jun. 15, 2021 | Monday, Jun. 21, 2021 |
| July | Monday, Jul. 5, 2021 | Tuesday, Jul. 6, 2021 | Thursday, Jul. 15, 2021 | Tuesday, Jul. 20, 2021 |
| August | Thursday, Aug. 5, 2021 | Friday, Aug. 6, 2021 | Monday, Aug. 16, 2021 | Friday, Aug. 20, 2021 |
| September | Tuesday, Sept. 7, 2021 | Wednesday, Sept. 8, 2021 | Wednesday, Sept. 15, 2021 | Monday, Sept. 20, 2021 |
| October | Tuesday, Oct. 5, 2021 | Wednesday, Oct. 6, 2021 | Friday, Oct. 15, 2021 | Wednesday, Oct. 20, 2021 |
| November | Friday, Nov. 5, 2021 | Monday, Nov. 8, 2021 | Monday, Nov. 15, 2021 | Monday, Nov. 22, 2021 |
| December | Monday, Dec. 6, 2021 | Tuesday, Dec. 7, 2021 | Wednesday, Dec. 15, 2021 | Monday, Dec. 20, 2021 |



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- All cases must be completed by 5:00 pm of the **20th 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.