

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.
- 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.

(continued)



Month	Submit case by 5:00 PM	Submit late case list by 5:00 PM	Submit late case by 5:00 PM	Complete case by 5:00 PM ***Case will roll to next month's eff. dt. after this date
January	Wednesday, Jan. 5, 2022	Thursday, Jan. 6, 2022	Tuesday, Jan. 18, 2022	Thursday, Jan. 20, 2022
February	Monday, Feb. 7, 2022	Tuesday, Feb. 8, 2022	Tuesday, Feb. 15, 2022	Tuesday, Feb 22, 2022
March	Monday, Mar. 7, 2022	Tuesday, Mar. 8, 2022	Tuesday, Mar. 15, 2022	Monday, Mar. 21, 2022
April	Tuesday, Apr. 5, 2022	Wednesday, Apr. 6, 2022	Friday, Apr. 15, 2022	Wednesday, Apr. 20, 2022
May	Thursday, May 5, 2022	Friday, May 6, 2022	Monday, May 16, 2022	Friday, May 20, 2022
June	Monday, Jun. 6, 2022	Tuesday, Jun. 7, 2022	Wednesday, Jun. 15, 2022	Monday, Jun. 20, 2022
July	Tuesday, Jul. 5, 2022	Wednesday, Jul. 6, 2022	Friday, Jul. 15, 2022	Wednesday, Jul 20, 2022
August	Friday, Aug. 5, 2022	Monday, Aug. 8, 2022	Monday, Aug. 15, 2022	Monday, Aug. 22, 2022
September	Tuesday, Sept. 6, 2022	Wednesday, Sept. 7, 2022	Thursday, Sept. 15, 2022	Tuesday, Sept. 20, 2022
October	Wednesday, Oct. 5, 2022	Thursday, Oct. 6, 2022	Monday, Oct. 17, 2022	Thursday, Oct. 20, 2022
November	Monday, Nov. 7, 2022	Tuesday, Nov. 8, 2022	Tuesday, Nov. 15, 2022	Monday, Nov. 21, 2022
December	Monday, Dec. 5, 2022	Tuesday, Dec. 6, 2022	Thursday, Dec. 15, 2022	Tuesday, Dec. 20, 2022