



If you have any questions, please contact your broker or Health Net account manager.

### 1. Employer group information

Policyholder/Company name: \_\_\_\_\_ DBA: \_\_\_\_\_

Group/Parent ID or policyholder number: \_\_\_\_\_ Phone number: \_\_\_\_\_

### 2. Group size attestation

Indicate how many full-time benefit-eligible employees you have: \_\_\_\_\_

Indicate how many full-time employees, including full-time equivalents (FTEs), you employed in the most recent calendar year based on available information: \_\_\_\_\_

Indicate your methodology for calculating group size:

50% of the prior calendar **quarter** test     50% of the prior calendar **year** test

Indicate your market segment for the upcoming coverage period (based on most recent calendar year employee figures):

My company meets the definition of a “**small employer**” for the upcoming coverage period.

My company meets the definition of a “**large employer**” for the upcoming coverage period.

A “**large employer**” must employ at least 101 full-time employees, including full-time equivalents, on business days during the preceding calendar year.

Has your organization been part of multiple employer group health plans?  No     Yes

If “Yes,” please provide dates, names, TINs, and addresses: \_\_\_\_\_

### 3. Employer group signature

I, the employer, am responsible for notifying Health Net of any changes occurring during the course of a calendar year that could impact your employer size determination related to MSP, MLR or Health Care Reform. I certify the above information is true and complete to the best of my knowledge and belief. Health Net of California, Inc. and Health Net Life Insurance Company (Health Net) reserve the right to request additional documentation in order to verify eligibility.

Name (print): \_\_\_\_\_ Title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form to Health Net by either faxing it to 1-800-303-3110 or mailing it to:

**Health Net Small Business Group Account Management Department**

**21281 Burbank Blvd., Building B, 2nd Floor**

**Woodland Hills, CA 91367**

**CA-900-02-17**

The information provided is to help you determine your group's size using the same calculation to determine employer liability under the "Shared Responsibility for Employer" provisions of the ACA and the Internal Revenue Code. Pursuant to the ACA, California has adopted the federal definition of who is an employee for purposes of determining your group's correct market segment (e.g., Large Group or Small Group).

### *Calculation of group size*

The definition of a small employer requires the group size to be determined by adding together the number of full-time employees (i.e., those working a minimum of 30 hours per week on average) and full-time equivalent (FTE) employees, the majority of whom were working in California for 50% of the prior calendar quarter or 50% of the prior calendar year. Seasonal workers, temporary workers, leased employees, contractors, and those on COBRA are not counted. However, any group with 100 or fewer employees on their quarterly wage and withholding report (DE 9C) cannot be Large Group, so this calculation does not need to be performed unless a group has 101 employees or more on its DE 9C. Health Net of California, Inc. and Health Net Life Insurance Company (Health Net) will not perform this calculation on behalf of the employer but will require the employer to fill out an attestation form attesting to the fact that they have performed the calculation to determine group size using one of the methods described below.

#### **50% of the prior calendar quarter test**

To determine the number of full-time equivalents using the 50% of the prior calendar quarter test, add up the total numbers of hours worked by all non-full-time employees (i.e., those working less than 30 hours per week on average) over the course of 6 weeks during the calendar quarter prior to the quarter for which coverage is being requested, and divide that number by 180. If your calculation does not come out to a whole number, round down.

#### **Formula:**

Total # of full-time employees + (total # of non-full-time employees' hours worked divided by 180)

#### **Example 1:**

An employer has applied for coverage effective March 1 and has submitted the prior year Q4 DE 9C and 6 weeks of payroll from the same time period. There are 90 full-time employees, and the non-full-time employees worked 900 hours over the course of 6 weeks. Group size is calculated as follows:

$$90 + (900 / 180) = 90 + 5 = 95.$$

*In this example, there are fewer than 101 employees, so the group is eligible for Small Group coverage.*

#### **Example 2:**

An employer has applied for coverage effective February 1 and has submitted the prior year Q4 DE 9C and 6 weeks of payroll from the same time period. There are 95 full-time employees, and the non-full-time employees worked a total of 1,200 hours over the course of 6 weeks. Group size is calculated as follows:

$$95 + (1200 / 180) = 95 + 6.67 = 101.67 = 101$$

*In this example, there are 101 employees, so the group is not eligible for Small Group coverage.*

### 50% of the prior calendar year test

To determine the number of full-time equivalents using the 50% of the prior calendar year test, add up the number of hours worked by all non-full-time employees (i.e., those working less than 30 hours per week on average) over the course of a month and divide that number by 120. That is your FTE calculation for one month. Perform that calculation for 6 months during the prior calendar year and divide that number by 6. If your calculation does not come out to a whole number, round down. That is your FTE calculation for 50% of the prior calendar year.

#### Formulas:

Total # of full-time employees + (total # of non-full-time employees' hours worked divided by 120)  
(Employee count for month 1 + month 2 + month 3 + month 4 + month 5 + month 6) divided by 6

#### Example 1:

An employer has applied for coverage effective January 1 and has submitted the prior year Q2 and Q3 DE 9Cs and 26 weeks of payroll from the same time period. It is determined there were 87 full-time employees in April, 94 in May and June, 92 in July, and 93 in August and September. It was also determined that the non-full-time employees worked 1,000 hours in April, 900 hours in May, 950 hours in June, 1,100 hours in July, 1,050 hours in August, and 1,200 hours in September. Group size is calculated as follows:

**April**             $87 + (1000 / 120) = 87 + 8.33 = 95.33$

**May**              $94 + (900 / 120) = 94 + 7.5 = 101.5$

**June**             $94 + (950 / 120) = 94 + 7.9 = 101.9$

**July**              $92 + (1100 / 120) = 92 + 9.17 = 101.17$

**August**         $93 + (1050 / 120) = 93 + 8.75 = 101.75$

**September**    $93 + (1200 / 120) = 93 + 10 = 103$

$(95.33 + 101.5 + 101.9 + 101.17 + 101.75 + 103) / 6 = 604.65 / 6 = 100.78 = 100$

*In this example, there are fewer than 101 employees, so the group is eligible for Small Group coverage.*