

# 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:**

- Electronic Check Form (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	Monday, January 6, 2025	Tuesday, January 7, 2025	Wednesday, January 15, 2025	Tuesday, January 21, 2025
February	Wednesday, February 5, 2025	Thursday, February 6, 2025	Tuesday, February 18, 2025	Thursday, February 20, 2025
March	Wednesday, March 5, 2025	Thursday, March 6, 2025	Monday, March 17, 2025	Thursday, March 20, 2025
April	Monday, April 7, 2025	Tuesday, April 8, 2025	Tuesday, April 15, 2025	Monday, April 21, 2025
May	Monday, May 5, 2025	Tuesday, May 6, 2025	Thursday, May 15, 2025	Tuesday, May 20, 2025
June	Thursday, June 5, 2025	Friday, June 6, 2025	Monday, June 16, 2025	Friday, June 20, 2025
July	Monday, July 7, 2025	Tuesday, July 8, 2025	Tuesday, July 15, 2025	Monday, July 21, 2025
August	Tuesday, August 5, 2025	Wednesday, August 6, 2025	Friday, August 15, 2025	Wednesday, August 20, 2025
September	Friday, September 5, 2025	Monday, September 8, 2025	Monday, September 15, 2025	Monday, September 22, 2025
October	Monday, October 6, 2025	Tuesday, October 7, 2025	Wednesday, October 15, 2025	Monday, October 20, 2025
November	Wednesday, November 5, 2025	Thursday, November 6, 2025	Monday, November 17, 2025	Thursday, November 20, 2025
December	Friday, December 5, 2025	Monday, December 8, 2025	Monday, December 15, 2025	Monday, December 22, 2025