



## 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 **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.

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	Monday, Jan. 6, 2020	Tuesday, Jan. 7, 2020	Wednesday, Jan. 15, 2020	Tuesday, Jan. 21, 2020
February	Wednesday, Feb. 5, 2020	Thursday Feb. 6, 2020	Monday, Feb. 17, 2020	Thursday, Feb. 20, 2020
March	Thursday, Mar. 5, 2020	Friday, Mar. 6, 2020	Monday, Mar. 16, 2020	Friday, Mar. 20, 2020
April	Monday, Apr. 6, 2020	Tuesday, Apr. 7, 2020	Wednesday, Apr. 15, 2020	Monday, Apr. 20, 2020
May	Tuesday, May 5, 2020	Wednesday, May 6, 2020	Friday, May 15, 2020	Wednesday, May 20, 2020
June	Friday, Jun. 5, 2020	Monday, Jun. 8, 2020	Monday, Jun. 15, 2020	Monday, Jun. 22, 2020
July	Monday, Jul. 6, 2020	Tuesday, Jul. 7, 2020	Wednesday, Jul. 15, 2020	Monday, Jul. 20, 2020
August	Wednesday, Aug. 5, 2020	Thursday, Aug. 6, 2020	Monday, Aug. 17, 2020	Thursday, Aug. 20, 2020
September	Tuesday, Sept. 8, 2020	Wednesday, Sept. 9, 2020	Tuesday, Sept. 15, 2020	Monday, Sept. 21, 2020
October	Monday, Oct. 5, 2020	Tuesday, Oct. 6, 2020	Thursday, Oct. 15, 2020	Tuesday, Oct. 20, 2020
November	Thursday, Nov. 5, 2020	Friday, Nov. 6, 2020	Monday, Nov. 16, 2020	Friday, Nov. 20, 2020
December	Monday, Dec. 7, 2020	Tuesday, Dec. 8, 2020	Tuesday, Dec. 15, 2020	Monday, Dec. 21, 2020

- All cases must be completed by 5:00 pm of 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.