



LISI CARRIERS' START-UP GROUP GUIDELINES

CARRIER	TIME IN BUSINESS	EMPLOYEE REQUIREMENTS	DOCUMENTATION ¹
Aetna	Minimum 50% of the prior calendar quarter	Must have at least one non-spouse, "common law" employee on the DE-9C <u>and enrolled</u> in medical.	<p>The group must submit a copy of the most recently filed DE-9C. If not available, up to a maximum of six weeks of consecutive weeks of payroll records, which include, for every eligible employee enrolling, taxes withheld, check number and wages earned.</p> <p>If the group does not have payroll records they must submit the following:</p> <ul style="list-style-type: none"> • Sole Proprietor: A copy of the business license (not a professional license). A professional license, for example, is the certificate from the state indicating the sole proprietor is a licensed hair stylist, manicurist, real estate agent, etc. • Partnership or Limited Liability Partnership: A copy of the partnership agreement. For a limited partnership, Aetna underwriting can search the California Business Portal; however, this cannot be used for a Partnership of Limited Liability Partnership. • Limited Liability Company: A copy of the articles of organization and the operating agreement to include the signature page(s) of all officers. For Limited Liability Companies, Aetna underwriting can search the California Business Portal; however, all documents still need to be submitted. • Corporation: A copy of the articles of incorporation that includes the signature page(s) of all officers (must be followed up with a copy of the statement of information within 30 days of filing with the state). <p>Groups that cannot provide sufficient payroll documentation and have not been in business for 50% of the previous calendar quarter, regardless of corporate structure, must provide the information below and may be declined coverage.</p> <ul style="list-style-type: none"> • A list of all employees that should include owners, partners and officers (full time and part time) • Number of hours worked per week for each employee • Weekly salary for each employee • Date of hire for each employee • Explanation of payroll record status • Date when Quarterly Wage and Tax Statement (DE-9C) will be filed

¹All other standard paperwork requirements apply.



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Anthem Blue Cross	N/A	Sole proprietors/partners in a partnership, if owned by spouses, must have one non-spouse "common law" EE eligible. Partners in a partnership, that are not spouses, are eligible on their own if they otherwise meet the definition of an eligible EE (SB2X), including the requirement that they be actively engaged on a FT basis in the employer's business and included as EEs under a health care service plan contract of a small employer. Owners may demonstrate that they meet the eligible EE criteria by providing W-2s or completing the Eligibility Statement. Owners, that are not spouses, of other business forms are eligible on their own if they otherwise meet the eligible EE requirements.	Group must submit the Conditions of Enrollment Form. Must be able to provide 30 days of the complete company payroll records for all employees within 45 days of the effective date.
CaliforniaChoice®	Minimum 6 weeks	Must have at least one non-spouse, "common law" employee on the DE-9C and enrolled in medical.	DE-9C required. If a business was established after the preceding quarter, payroll may be accepted in lieu of a DE-9C, at the discretion of the Underwriter
Chinese Community Health Plan	N/A	Must have at least one non-spouse, "common law" employee on the DE-9C.	DE-9C required. Groups must be in business 90 days prior to the requested effective date. Groups in business at least 60 days prior to the requested effective date may submit a request for underwriting review.
Covered CA SHOP	Minimum 30 days	Must have at least one non-spouse, "common law" employee on the DE-9C.	If DE-9C is not available, employer must provide 30 days of payroll records.
Health Net	1-5 EEs: Min 50% of prior calendar quarter. 6-50 EEs: Min 6 weeks	Must have at least one non-spouse, "common law" employee on the DE-9C.	Any group that has been in business long enough to have a DE-9C must submit a DE-9C. If the group has not been in business long enough to have a DE-9C, six weeks of payroll, including withholdings, may be submitted.
Kaiser Permanente	Minimum 6 weeks, however Kaiser may require that group be in business 50% of prior calendar quarter.	Must have at least one non-spouse, "common law" employee on the DE-9C <u>and enrolled</u> in medical.	Groups are required to provide payroll records or applicable filings indicating the length of time in business. Documents must cover the 6 weeks preceding the requested effective date and show one or more eligible EEs for the entire period. Payroll records must include all pages for all pay periods and list the following: <ul style="list-style-type: none"> • Company Name • Date of Pay Periods • Employee Names, wages paid, withholdings, and grand totals Individual payroll/pay stubs, estimated payroll, payroll summaries, or handwritten journals are not acceptable. <p>The documentation collected is used to help verify that a prospective customer is an active, legitimate small group eligible for small business coverage. The information is also used to demonstrate that an owner, officer, or partner is actively engaged in the business and eligible for coverage. Kaiser Permanente will conduct applicable state and local online searches to validate filings and other documentation. A group may not be approved for coverage if a search is unsuccessful.</p>

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SeeChange Health	N/A	Must have at least one non-spouse, "common law" employee on the DE-9C <u>and enrolled</u> in medical.	Group must submit the Contingency agreement for Start-Up Companies / PEO Spin-Off Groups. Must be able to provide 30 days of the complete company payroll records for all employees within 45 days of the effective date.
Sharp Health Plan	Minimum 45 days	Must have at least one non-spouse, "common law" employee on the DE-9C.	Start up companies require a minimum 6 weeks of payroll (45 days in operation).
UnitedHealthcare	Must be in business at least 50% of the prior calendar quarter	Must have at least one non-spouse, "common law" employee on the DE-9C.	<p>For groups of 6+ enrolled employees that have not yet filed a DE-9C, a current pay period/payroll statement may be submitted in lieu of a DE-9C. Payroll will not be accepted for out-of-state employees.</p> <p>For groups of 1–5 enrolled employees, a DE-9C is always required unless the company has not been in business long enough to file a DE-9C. Groups comprised of family members must always provide a DE-9C.</p> <p>The payroll must be from a payroll record service (e.g., ADP, PayChex, Wells Fargo) and must include all of the following:</p> <ul style="list-style-type: none"> • Dated payroll and/or date of pay period (most recent two weeks of payroll prior to requested effective date). • All pages submitted, including all employee wages paid, hours worked per pay period, withholdings and grand totals. • Name of company. • All employees marked to indicate employment status: part-time (PT), or full-time (FT), terminated (T), seasonal (S), etc. Include last day worked for all terminated employees. An Enrollment Form/Health Statement or Waiver is required for all terminated employees within the election period for COBRA/ Cal-COBRA. • If there are new hires who do not appear on the payroll – write their name(s), Social Security number(s), and date(s) of hire on the bottom of the payroll. • Include all employees' gross and net income, total taxes withheld (itemized) and company total/summary.

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