

Broker News - February 10, 2017

Enrollment Deadlines

Small Business Marketplace

Initial Groups

March 1 Coverage Effective Date:

- February 10 (TODAY) — Last day of employee open enrollment period and invoice is sent by email
- February 14 — Last day to pay initial premium

Renewal/Migration Groups

March 1 Coverage Effective Date:

- February 10 (TODAY) — Last day to complete employer renewal application
- February 13 — Last day of employee open enrollment period
- Premium Payments — Continue to pay monthly invoice as received by mail. Migrating groups will receive the first invoice after the close of employee open enrollment.

Individual & Family Marketplace

Now that Open Enrollment for the individual market has ended, your clients may experience qualifying life events that provide a special enrollment opportunity. Please see this link to learn more about the impact of life changes: <https://dchealthlink.com/individuals/life-changes>

No Broker Webinar This Week

The next Broker Webinar will take place on Tuesday, February 21 at 1pm EDT.

Broker Survey

We highly value your feedback as brokers and want to make DC Health Link as user-friendly as possible. Please look for our broker survey in your inboxes! The email with the survey came from dchealthlink.survey@dc.gov.

Employees' Social Security Numbers

If you do not have an employee or family member of an employee's Social Security Number or Tax Identification Number (SSN/TIN), please do not input or make up an incorrect placeholder SSN/TIN. Employees who have a SSN/TIN must provide it when enrolling. Providing an invalid SSN/TIN may delay processing of an employee's enrollment. Accurate employee SSN/TIN data is important for a number of reasons including ensuring that the carrier has the correct information for the 1099-B tax forms. If you have a client with employee(s) without an SSN or TIN (such as certain employees of an embassy), please contact us for assistance enrolling them through an alternative process.

Family members of employees do not need to provide an SSN or TIN when enrolling – just check the “I do not have an SSN” box when adding them to the employee's account.

Please use group Legal Name when contacting customer service

If you reach out to our Contact Center about a small business client issue, please include the full Legal Name of the group. Sending only carrier group numbers, acronyms or “doing business as” (DBA) names leads to a delay in processing a case.

Need help? Check out our [walkthroughs and guides!](#)



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