



Producer News

August 5th, 2015

Assigning a GA/TPA

Follow the steps below to designate a General Agency (GA) or Third Party Administrator (TPA) for payment of commissions:

- You can assign an employer account to a particular GA or TPA during the Enrollment section of the employer's application.
- The field is in the Enrollment section, or on the Company Information page. When the broker is completing this page, you will see a "GA/TPA #" field at the bottom of the page.
- Enter the federal tax identification number for the GA or TPA desired. Health Insurance Companies will be provided this information, along with the broker's national producer number (NPN).
- The Health Insurance Company will use this information to pay commissions directly to the broker or through the GA or TPA based on the given contractual arrangements. Please note, when the employer is completing this page of the application, the GA/TPA # field will not be available.

SEP Effective Dates for Individuals & Families

When completing an application for coverage outside of open enrollment, it is imperative that an application for a SEP is completed in the application so that the appropriate effective dates are offered to your client.

- Ex. For a loss of minimum essential coverage (MEC) on July 31, with a desired August 1 coverage effective date, DC Health Link must receive the enrollment by July 31. An enrollment received after July 31 would result in a Sept 1 coverage effective date.

	Submissions of Plan Selection	Effective Date	Submission of Plan Selection	Effective date
Adding a Dependent due to Marriage on	Before August 15	September 1	After August 15	October 1
Loss of Minimum Essential Coverage as of July 31	By July 31**	August 1	After July 31	September 1

**Because this is a recent policy change, for plan selections submitted between the 16th and last day of the month, notify DC Health Link Customer Service at (855) 532-5465 after completion of the plan selection to have the coverage effective date adjusted to be the 1st day of the following month.

For more information, or to enroll visit: www.DCHealthLink.com ~ To join our mailing list, email: dchl.producer@dc.gov

ENROLLMENT DEADLINES

Small Business Market:

SEP 1 Coverage Effective Date:

- ♦ **AUG 10** — Last day to end employee open enrollment
- ♦ **AUG 12** — Last day to pay first premium

Renewals for SEP 1:

- ♦ **AUG 5** — Last day to complete employer application and start employee open enrollment
- ♦ **AUG 13** — Last day to end employee enrollment

Note: First premium payment can only be made after employee open enrollment closes.

Call 1-855-532-5465

Minimum Participation Rate

The minimum participation rate required for employer groups on DC's Small Business Marketplace is 2/3. To calculate the minimum participation use the following formula:

(enrolled + waived due to other MEC)

All eligible employees