

Health Connector Policy: New or First Time Enrollment Timelines

Policy #: **GME-6**

Date revised: **6/19/2017**

Category: **Enrollment**

Effective date: **8/15/2017**

Approved by: **Ed DeAngelo**

Applicable to all Small Group products (Qualified Health Plan or QHP/ Qualified Dental Plan or QDP)

New or First Time Enrollment

Employer Application:

An employer group may start the employer portion of the enrollment application no earlier than the first (1st) calendar day of the month two (2) months prior to the selected effective date of coverage. An employer group must complete the employer portion of the enrollment application no later than the tenth (10th) calendar day of the month prior to the selected effective date of coverage.

Employee Application:

An eligible employee may start the employee portion of the enrollment application no earlier than the first (1st) calendar day of the month two (2) months prior to the selected effective date of coverage or the date on which the employer group completes the employer portion of the enrollment application, whichever comes first. An eligible employee must complete the employee portion of the enrollment application no later than the twentieth (20th) calendar day of the month prior to the selected effective date of coverage.

Payment:

An employer group's payment in full for the first month of coverage must be received by the Health Connector no later than the twenty-third (23rd) calendar day of the month prior to the selected effective date of coverage. Payments over the phone or online (EFT) are required for first payment. Checks are not accepted for the first month of coverage. Failure to receive payment on or before the deadline will result in the employer group's coverage not being effectuated for the selected effective date.