

Administrative Bulletin 04-13

Guidance Regarding Student Health Insurance Program Reporting

November 1, 2013

The purpose of this Administrative Bulletin is to provide guidance regarding the reporting provisions of the Commonwealth Health Insurance Connector Authority's ("Connector") Student Health Insurance Program ("SHIP") regulation, 956 CMR 8.00 ("Regulation"). This Administrative Bulletin will be effective November 1, 2013.

What are a school's reporting obligations for Academic Year 2013-2014?

The Regulation states that schools must submit reports to the Connector every November 1 regarding certain information regarding their SHIPs, including the number of students required to participate, the number of students who have waived, performance metrics and SHIP benefit information.¹

The Connector, in light of the recent transition of regulatory authority over SHIP among state agencies, will be extending the deadline for this year's filing. Instead of November 1, 2013, the filing deadline will now be February 1, 2014.

Schools must submit information to the INET system, which is the same filing system used in prior years, by February 1, 2014 at <https://dhcfpinet.hcf.state.ma.us/inetn/>. If you have difficulty submitting information or using the INET system, you may call the help line for INET at 617-988-3246. Additional questions regarding the submission of reports may be submitted to CHIA-SHIP@massmail.state.ma.us.

All other questions regarding the SHIP reporting requirements should be directed to connector@state.ma.us. You may also call the SHIP Help Line at 617-933-3169.

¹ 956 CMR § 8.07