

**Re: Certification of Employer Size**

Dear Plan Administrator,

Under state and federal law, we are required to verify whether you are a “small employer” or “large employer” before we can renew your group health policy. In order to determine whether you are eligible for coverage in the “small employer” or “large employer” market, we must obtain documentation concerning the size of your workforce.

Please complete the enclosed Renewal Certification form and return it along with the required supporting documentation in the enclosed self-addressed envelope. You must return this form and all required documentation within **10 business days**. For your convenience and in the interest of time, you may also fax your submission to (401) 459-5445 or email it to [Recertification@BCBSRI.org](mailto:Recertification@BCBSRI.org).

a. Renewal Certification

A Renewal Certification form is enclosed. Please read and complete the entire form carefully.

b. Documentation

As part of the recertification process, you are required to submit documentation of the number of your employees. Acceptable documentation is outlined on page 2 of the Renewal Certification form.

**Unfortunately, we are prohibited by law from renewing your health coverage without these materials. Please note that failure to complete and return these materials will result in cancellation of your group health coverage upon your renewal date.** Your dental coverage, however, will remain in effect, unless your group health coverage is being terminated because you are determined to be a sole proprietor.

**In addition, failure to complete recertification by the 15<sup>th</sup> of the month prior to your renewal date will result in the attached notification being sent to each of your employees regarding cancellation of their policy.**

Should you have any questions about this notice, please feel free to contact one of our Small Group Analysts in the Small Group Rating and Operations Department at (401) 459-5528 during our business hours, which are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Thank you for your prompt attention to this matter. We look forward to continuing your coverage.

Sincerely,

*Marcy Reyes*

Marcy Reyes  
Manager, Small Group Rating and Operations

Enclosures

ed 05/25/2017

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