

Re: Certification of Employer Size

Dear Plan Administrator,

We are required to verify whether you are a “small employer” or “large employer” for health insurance purposes. Effective January 1, 2016, the definition of an “employee” and “small employer” has changed under the Affordable Care Act (ACA). After that date, the way group size is calculated will be based on the number of full-time employees and full-time equivalents you employ. A “small employer” will be defined as an employer who employed an average of at least one but not more than 50 employees in the preceding calendar year.

In order to determine whether you are eligible for coverage in the “small employer” market, we must obtain information concerning the size of your workforce. **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.**

a. Renewal Certification

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

b. Documentation

The law requires that we obtain documentation of the number of your employees. Acceptable documentation is outlined on page 2 of the Renewal Certification package.

Should you have any questions about this notice, please feel free to contact one of our underwriting assistants in the Underwriting 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.

Please return the completed form and applicable documentation in the enclosed self-addressed envelope within **20 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.

If you have determined that you are a sole proprietor and no longer qualify to be renewed, please send us a letter or email authorizing termination of your group coverage. Be sure to include your group name, group number, your name, reason for cancellation, and effective date of termination. For information regarding individual and family plans, please contact our Individual Sales team at (401) 459-5550 from 8:00 a.m. to 5:00 p.m., Monday through Friday.

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

Sincerely,

Timothy D. Laiter

Timothy D. Laiter
Director, Underwriting Operations

Enclosures

ed 03-01-2016

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