

Health Net is looking to you, as our business partners, to ensure that the onboarding process for new groups is as seamless as possible. To achieve this, Health Net must receive the completed, signed, and dated submission documents by the dates set.

Below are the documents that are required at the time of new case submission:

- Live check or copy of check.
- Copy of sold quote and plan selections.
- Signed and completed Group Plan Contract (GPC) Application.
- Producers must submit the Employee Census Enrollment Form found on Health Net’s [Broker News and Resources page](#) with the understanding that the producers are responsible for retaining all signed and completed forms.
- Required Paperwork listed below:
 - **Form 132** (1-5 enrollees)
 - Groups that have not been in business long enough to have Form 132 may submit 2 weeks of payroll.
 - Legal Ownership documentation if owner(s) is not listed on Form 132.

Please note the dates and times listed in the below Submission Calendar are when Underwriting must receive all the required documents stated above. The required documents must be sent in advance of the deadline to allow Sales time to review the submission. Cases that are sent to Sales less than 2 days prior to the deadline may not be able to reserve the effective date if information is missing or incomplete.

- We recommend submitting your cases by the **15th of the month** prior to the group’s effective date of coverage for the smoothest transition to their new Health Net plan.
- The cut-off date is the **5th of the month** or the following business day if the cut-off date falls on a holiday or weekend.
- All cases must be completed by the **20th of the Effective Date month**, or the following business day if the cut-off date falls on a holiday or weekend, or it will roll to the next month’s Effective Date.

MONTH	SUBMIT CASE BY 5:00 PM	COMPLETE CASE BY 5:00 PM (Case will roll to next month’s eff. date after this date)
January	Tuesday, January 5, 2021	Wednesday, January 20, 2021
February	Friday, February 5, 2021	Friday, February 19, 2021
March	Friday, March 5, 2021	Friday, March 19, 2021
April	Monday, April 5, 2021	Tuesday, April 20, 2021
May	Wednesday, May 5, 2021	Friday, May 21, 2021
June	Friday, June 4, 2021	Monday, June 21, 2021
July	Monday, July 5, 2021	Tuesday, July 20, 2021
August	Thursday, August 5, 2021	Friday, August 20, 2021
September	Monday, September 6, 2021	Monday, September 20, 2021
October	Tuesday, October 5, 2021	Wednesday, October 20, 2021
November	Friday, November 5, 2021	Friday, November 19, 2021
December	Monday, December 6, 2021	Monday, December 20, 2021