

Carrier	Guideline
Aetna	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> • Groups that use the services of a PEO generally do not meet the definition of a small employer as the transfer of employees to the PEO in effect ends/severs the employer employee relationship. • A group that is currently with a PEO that offers health coverage through the PEO to any members are not eligible for coverage with Aetna. • Groups currently with a PEO who indicate that health coverage is not available through the PEO must provide a letter from the PEO indicating that health coverage is not available. • Groups enrolled with a PEO in any type of co-employer relationship are not eligible for coverage. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> • If the group has terminated the contract with the PEO, they must provide a copy of the contact termination letter from the PEO, and the letter must verify the cancellation of the leasing arrangement and the date of cancellation of the contract. • If a Quarterly Wage and Tax statement is not available, then a minimum of 2 weeks of payroll may be accepted to establish client's eligibility. • Groups using only payroll services from a PEO are eligible subject to meeting all standard underwriting guidelines such as eligibility and participation. Most recent Quarterly Wage & Tax Statement or prior carrier bill required to validate that they are not part of a PEO.
Anthem	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> • A business leasing employees from a PEO cannot cover these employees under Anthem group coverage. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> • If the client terminates their relationship with the PEO, then they may apply for coverage with Anthem and must provide a copy of PEO client invoice billed to the worksite business, which includes the names of each employee previously leased to the worksite employer. • Conditions of Enrollment form/Start Up Companies/PEO Spin-Off Groups form must be completed with date of contract cancellation, and group must provide first 30 days complete payroll records for all employees within 45 days of the effective date.
Blue Shield	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> • A business leasing employees from a PEO cannot cover these employees under Blue Shield coverage. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> • Small employer groups, though, that have recently canceled their contract with a PEO may be considered for coverage as a qualified small employer pursuant to small group rules if they can provide the following: <ul style="list-style-type: none"> • A copy of the letter sent from the PEO to the client business verifying the cancellation of the leasing arrangement. • A payroll register from the PEO company that separates the formerly leased employees by business location. • A W-4 may be required for any enrolling employee not on the payroll report from the PEO.
CalCPA Health	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> • A business leasing employees from a PEO generally will not be eligible for coverage under CalCPA. However, these groups may be considered by CalCPA on a case by case basis. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> • For a group who has terminated their agreement with a PEO, CalCPA will consider them for coverage with all regular enrollment documentation. If the client does not have a quarterly wage & tax statement at the time of application, they may apply with one payroll cycle of payroll in their own name (not the PEO). Payroll must be provided within 30 days of the effective date, and a copy of their 1st filed quarterly wage & tax statement will be required at the end of the quarter.
CaliforniaChoice	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> • A PEO sub-group may qualify and enroll on a stand-alone basis if they can satisfy and provide the following: <ul style="list-style-type: none"> • The sub-group's home office must be located in California, and the address on the employer application must be the sub-groups physical location. • PEO sub-group letter required. • The Statement of Compliance portion of the employer application must be signed by an authorized representative of the sub-group, not a PEO representative. • In lieu of a DE9C, the group may submit a payroll ledger for the most current 3 months to include sub-group company name, payroll period, employee names, social security numbers, wages, withholdings and summary totals. • Most recent PEO invoice is required and must match the payroll salary information. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> • For a client terminating their PEO arrangement, a letter from the client is required explaining that they have left the PEO with the date that they left in addition to payroll from their own payroll company from the date they left the PEO to current (must be at least 1 week). • If payroll from the client's payroll company is not available yet, then the last payroll run from the PEO & matching invoice will be required. • In both cases, if payroll from the client's payroll company is not equal to one month at submission, then client will be approved contingent upon receipt of one full month of payroll within 30 days of effective date. • For groups of 1 to 4 lives, client must provide at least 6 weeks of payroll on one common law employee.
Covered California for Small Business	<p>Guideline for Staying With or Leaving a PEO:</p> <ul style="list-style-type: none"> • PEO sub-groups are eligible to enroll in Covered California for Small Business • Most recent PEO payroll invoice will be accepted in lieu of a DE9C or payroll records. All other submission requirements will apply.

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Health Net	<p>Guideline for Staying With or Leaving a PEO:</p> <ul style="list-style-type: none"> Health Net does not require a client to terminate its relationship with a PEO in order to offer coverage through Health Net to its employees. Client must submit the quarterly wage report prepared by the PEO. If the PEO does not prepare a quarterly wage report for each employer, then payroll for the last quarter from the PEO may be submitted instead. Quarterly wage report or payroll must demonstrate that the group meets the definition of a small employer and that employees are eligible for coverage.
Kaiser Permanente	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> Kaiser may consider employees covered by a co-employment relationship with a PEO to be eligible if certain conditions can be met. Client must satisfy small group size requirement of 1-100 employees for all employees in and out of the PEO arrangement, & employees may only be covered by the health plan offered by the client employer. Employees may be listed on either the client's or the PEO's DE9C, and client must provide a copy of their PEO sub-group payroll or invoices for the last 3 months showing names of the PEO & sub-group & all co-employed employees. For a start up, client must provide a copy of their PEO sub-group payroll and invoices for the last 4 weeks showing the names of the PEO & sub-group & all co-employed employees. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> For clients leaving a PEO arrangement, they must provide a copy of a letter on their letterhead or a copy of the letter from the PEO confirming termination of the leasing agreement, along with appropriate business documentation, such as a business license, verifying the business entity. Client must also provide a copy of their PEO sub-group payroll or invoices for the last 4 weeks showing the PEO sub-group name & all co-employed employees.
MediExcel	<p>Guideline for Staying With or Leaving a PEO:</p> <ul style="list-style-type: none"> MediExcel will accept a groups either staying with their current PEO arrangement or who are terminating their contract with their PEO, as long as they can provide payroll records verifying all current employees. If the client terminates their relationship with the PEO, then they may apply for coverage with MediExcel & must provide a copy of the cancelation letter sent to the PEO along with a current payroll register from the PEO.
Sharp	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> A business leasing employees from a PEO cannot cover these employees under Sharp Health Plan coverage. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> Client must provide a copy of the cancelation letter sent to the leasing company terminating their relationship with the PEO. A copy of the payroll register from the prior PEO can be submitted as well, as long as the group can provide their own payroll register with in 45 days after the effective date of coverage.
UnitedHealthcare	<p>Guideline For Staying With a PEO:</p> <ul style="list-style-type: none"> UHC will offer coverage to a group that utilizes the services of a PEO for payroll purposed only as long as the PEO does not act as a "co-employer". UHC will only enter into a contract with the client company of the PEO. In this case, the client company must meet the definition of a 1-100 small employer and UHC must be the sole carrier offered. If the employer group currently has UHC health coverage sponsored through the PEO that is covered as a current active UHC mid-market group, then they will not be eligible for coverage unless they terminate their coverage with the PEO. In addition to all other standard business documentation, the following is also required: a payroll report from the PEO or payroll record service issued on behalf of the individual employer in the name & tax ID # of the individual employer. If they cannot provide this, then a co-employer relationship will be determined to exist and they will not be eligible to apply for coverage with UHC. <p>Guideline For Leaving a PEO:</p> <ul style="list-style-type: none"> An employer group that dissolves its relationship with the PEO and reestablishes the employee/employer relationship will be considered for small group coverage effective on or after the termination date of the relationship with the PEO. The employer group must meet the definition of an AB1672/SB 125 employer & must have maintained 1-100 employees for 50% of the previous calendar quarter or calendar year to be considered guarantee issue. A copy of the prior carrier bill from the PEO with the employee census confirming prior coverage is required. a copy of the contract termination letter sent from the PEO to the client business generated by the PEO confirming the cancelation of the leasing arrangement and the cancelation date. At least 2 weeks of payroll from a legitimate payroll company for the employer group is required & must be issued in the name and tax ID # of the individual employer group (not the PEO's). If 2 weeks of payroll in the employer group name is not available yet, then a copy of 6 weeks of charge back invoices from the PEO are required with a letter from the company owner/officer stating the company has canceled its contract with the PEO and what date that was effective. Coverage will be contingent in this case up providing 30 days of payroll within 45 days of the effective date. The employer group must have offered health insurance to the employees previously through the PEO.

Data provided here is for informational purposes only, please confirm with carrier for final submission criteria and deadline updates.
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