

Small Business Health Options Program (SHOP) Application Instructions

Instructions

The attached forms should be completed with the assistance of your authorized Broker. Please complete all necessary forms in their entirety. Please print in ink or type your responses.

Ensure that all areas requiring a **signature and date are complete.** The Officer, Partner, Owner and / or Correspondent signing the application must be listed on the New Jersey Small Business Health Options Program Certification.

Completed enrollment application forms should be sent to your authorized Broker **prior to your effective date.**

Documents Included

Attached you will find the forms that must be completed and submitted for each New Jersey small employer group applying for SHOP coverage:

- Application for a Small Employer Health Benefits Policy Through the Small Business Health Options Program.
- New Jersey Small Business Health Options Program Certification.
- Small Employer Health Benefits Waiver of Coverage One form is needed for each employee waiving or refusing coverage. This form may be photocopied as needed.

Other Required Documents

In addition to the forms listed above, depending on group size / composition and preferred payment method, the following items may also be required:

- Payroll verification through appropriate tax documentation, i.e., WR30 (required for groups of five or fewer eligible).
- Owner payroll documentation (K-1, Schedule C and/or 1120).
- Where there is an affiliated company, a Small Employer Common Ownership Certification form.
- Automatic Pay Plan Application (#8977).

When submitting your paperwork as required above, you must also submit the following:

- Enrollment Change / Request Form (#6803) One form is needed for each employee enrolling. Your authorized Broker will provide these forms.
- First month's premium All new cases must be submitted with a company check for the first month's premium payable to Horizon BCBSNJ. If a case is submitted without a premium check, the case will be returned.
- Prior / Current Carrier's most recent billing statement Required if replacing group medical coverage.
- Rate Quote The rate quote generated for the group should match the product(s) selected in Section II of the Application.

Rate Quotes

The rate quote is an estimate based on information provided by your authorized Broker. If there is inaccurate or missing information on the original quote, the rate may change based on an official review of the paperwork submitted to Horizon BCBSNJ.

Submission of Application to Horizon BCBSNJ

Your authorized Broker will submit this Application to Horizon BCBSNJ.

Services and products may be provided by Horizon Blue Cross Blue Shield of New Jersey, or Horizon Healthcare of New Jersey, Inc., both of which are independent licensees of the Blue Cross Blue Shield Association. The Blue Cross Blue Shield Association. The Horizon name and symbols are registered marks of Horizon Blue Cross Blue Shield of New Jersey.



APPLICATION FOR A SMALL GROUP HEALTH BENEFITS POLICY THROUGH THE SMALL BUSINESS HEALTH OPTIONS PROGRAM (SHOP)

	ase print or type Policy Number: te: The Effective Date will be on or after the date Ho				Date:		
SE	CTION I: POLICYHOLDER INFORMATION					_	
1.	Policyholder (full legal name of company):						
2.	Tax Identification Number:						
3.	Main Address:						
	Street	City		State	ZIP		
	Mailing Address: Street	City		State	ZIP		
	Telephone:	•					
	Contract information should be provided: electric	_		Email/Address.			
4	·	, , , , , , , , , , , , , , , , , , , ,					
	Correspondent:						
	Type of Organization: ☐ Corporation ☐ Partn						
	Nature of Business (specify):		510	Code:			
7.	Number of full-time employees in your company Refer to the New Jersey Small Business Hea	/: alth Options Program Certificat	tion for the	e definition of a full-time	employee.		
8.	Number of full-time employees to be insured:			classes to be excluded:			
	Insurance Requested For:	nd Dependents including Spouse		ployees and Dependents e			
	Should the plan provide coverage for domestic If yes, should the plan provide coverage for coverage					□ Yes □ Yes	
11.	Is the employer subject to the requirements of C	COBRA? ☐ Yes ☐ No					
12.	Is the employer subject to the requirements of N Due to disability?	Medicare as Secondary Payor Ru	ales for elig	gibility due to age?		□ Yes □ Yes	
13.	Orientation Period? ☐ Yes ☐ No						
14.	Waiting period before employees become insured. The 1st of the month following the waiting period New Employees: ☐ 0 days ☐ 15 days ☐ 30 Rehired Employees: ☐ 0 days ☐ 15 days ☐ 3	d of: days □ 45 days □ 60 days	3				
15.	Period for Annual Employee Open Enrollment Period	:t					
16.	What percentage of the premium will the employ	yer pay?					
17.	Deposit \$						
Pre	emium Paid:	=	e first mon	th of coverage must be att	ached.		
Affi	iliates, subsidiaries or branches (Must be incl	uded for purposes of participat	tion)				
	Legal Name & Loc	cation		No. of full-time employees in this company	No. of full-time		yees

SECTION II: SPECIFICATIONS FOR COVERAGE

☐ Horizon Young Grins (only provides benefits for members under age 19)

☐ Horizon Family Grins☐ Horizon Family Grins Plus

Please select desired health benefits option and stand alone pediatric dental option. **HEALTH BENEFITS Advantage Direct Access** $\hfill\Box$ Gold 100/80/60 - \$30/\$50 copay, \$15/\$40/\$75 Rx, with BlueCard Advantage EPO ☐ Gold 100 - \$25/\$45 copay, \$25/\$50/\$75 Rx, without BlueCard $\hfill \Box$ Gold 100/80 - \$20/\$40 copay, \$10/\$25/\$50 Rx, without BlueCard ☐ Silver 100/60 - \$45/\$70 copay, \$25/\$50/\$75 Rx, without BlueCard ☐ Bronze 50 - 50% after deductible, \$25/50% after deductible Rx, without BlueCard **OMNIA** ☐ OMNIA Platinum, \$5/\$15/\$30/\$30 Rx, without BlueCard ☐ OMNIA Gold, \$10/\$40/\$75/\$75 after Tier 1 Rx deductible, without BlueCard ☐ OMNIA Silver, \$25/50%, 50%, 50% after Tier 1 Rx deductible, without BlueCard ☐ OMNIA Bronze, \$25/50%, 50%, 50% after Tier 1 deductible, without BlueCard **HSA plans** ☐ OMNIA Silver HSA, Tier 1 deductible & 60% Rx, without BlueCard ☐ Other: STAND ALONE PEDIATRIC DENTAL

SE	CTION III: ALL QUESTIONS MUST BE ANSWERED)				
1.	Is there any Group Health Plan:now in force and to be continued?currently being applied for?				□ Yes □ Yes	□ No
	If "Yes", identify the name of the Group Health Pl	an, give a descrip	otion of the plan(s) and na	ame of insurance carrier(s)	_	
2.	Name of present or prior group carrier:					
	Effective date of prior coverage:		Cancellation/tern	nination date:		
	Is the coverage applied for in this application re	placing other gro	up insurance?		☐ Yes	□ No
	If "Yes", give reason					
	Plan being replaced:					
3.	Are extended benefits provided in case of termin	nation of health b	enefits?		☐ Yes	□ No
4.	To the best of your knowledge are there any cur is being continued?	rent or former en	nployees or their eligible	dependents whose health	insurance	□ No
Plea	ase provide the following information for each o	current/former e	mployee or dependent	on health continuations.		
	Name of Employee/Dependent	Date of Birth	Type of Continuation State/Federal/ Extended Benefits	Reason for Termination Disability/Other	Continuation Da Start	ites End
_						
L						
If a	dditional space is needed, attach a separate sheet	, signed and date	ed.			
5.	To the best of your knowledge:					
	a. Are any employees or dependents presently	incapacitated?			☐ Yes	□ No
	b. Are any dependent children incapable of sel	f-support due to	a physical or mental disa	bility?	☐ Yes	□ No
Add	ditional space to explain if items 1, 2 or 3 were answer	ered "Yes". Refer	to the question number, a	and give details including na	ames, where appropr	riate.

SECTION IV: AGENT/PRODUCER INFORMATION AND UNDERWRITING GROUP ENROLLMENT USE Agent Producer Information (This information must be answered completely) **BROKER SIGNATURE** DATE VENDOR NUMBER BROKER-NAME TELEPHONE NUMBER NAME OF AGENCY STREET CITY STATE ZIP CODE SUB-PRODUCER INFORMATION AND COMMISSION SPLIT Sub-Producer Information (This information must be answered completely) SUB-PRODUCER SIGNATURE DATE NPN NUMBER SUB-PRODUCER NAME TELEPHONE NUMBER NAME OF AGENCY STREET CITY STATE ZIP CODE Sub-Producer Commission Percentage SUB-PRODUCER SIGNATURE DATE NPN NUMBER SUB-PRODUCER NAME NAME OF AGENCY TELEPHONE NUMBER STREET CITY STATE ZIP CODE Sub-Producer Commission Percentage SUB-PRODUCER SIGNATURE DATE NPN NUMBER SUB-PRODUCER NAME NAME OF AGENCY TELEPHONE NUMBER STREET CITY STATE ZIP CODE Sub-Producer Commission Percentage SUB-PRODUCER SIGNATURE DATE NPN NUMBER SUB-PRODUCER NAME NAME OF AGENCY TELEPHONE NUMBER STREET CITY STATE ZIP CODE Sub-Producer Commission Percentage SPECIAL INSTRUCTIONS

For Internal Underwriting Use										
☐ Approved for Number of Subscribers										
☐ Declined										
Lindonwitton Dv				Dot	•					
Underwritten By				Dai	е					
[=										
For Internal Group Enrollment Use	I			HSA	HSA ADV			I		
	ADV DA	ADV EPO	OMNIA	ADV DA	EPO	OMNIA HSA	OTHER	Rx	DENTAL	SAPD
COVERAGE CODE c/o										
TOTAL APPLICATIONS SUBMITTED										
TRANSFER FROM										
GROUP #										
REFUSALS/WAIVERS LISTING ATTACHED (IF APPLICABLE)										
EMPLOYER CONTRIBUTION										
EFFECTIVE DATE										
FUTURE RATE RENEWAL DATE										
APPROVED BV:										

DATE APPROVED

REVIEWER SIGNATURE

SECTION V: SIGNATURE

It is understood that, except as provided under applicable regulations, no individual shall become insured while not actively at work on a full-time basis, and only full-time employees are eligible. (Refer to the definition on the New Jersey Small Business Health Options Program Certification..) It is further understood that no agent has power on behalf of Horizon Blue Cross Blue Shield of New Jersey to make or modify any request or application for insurance or to bind Horizon Blue Cross Blue Shield of New Jersey by making any promise or representation or by giving or receiving any information.

It is further understood that no insurance will be effective unless and until the application is accepted in writing by Horizon Blue Cross Blue Shield of New Jersey. Final rates will be based on enrollment data as of the Policy effective date. No contract of insurance is to be implied in any way on the basis of the completion and/or submission of this application.

It is understood that I am responsible to provide Horizon Blue Cross Blue Shield of New Jersey with timely and accurate information regarding the date of hire for new employees and that the requested effective date of coverage will properly apply any orientation period and waiting period requirements applicable to my plan. It is further understood that any retroactive termination requests must be limited to those for which no premium or contribution has been paid for the termination period by the employee or dependent whose coverage is to be retroactively terminated.

☐ Please read this statement and check to confirm. I confirm that I have received the Summary of Benefits an	d Coverage (SBC) documents
associated with the plan or plans I selected on this application. I confirm I will provide SBCs to plan participation.	ants and beneficiaries as required by
federal regulations and guidance related to the distribution of the SBC, including the requiring for timing and	d delivery.

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Dated at	on		
Print name of Officer, Partner or Proprietor		Signature of Officer, Partner or Proprietor	
Witness to Signature			

Note: If there are any modifications to the statements and answers given in this application (i.e., crossed out, whited-out, erased information), the applicant must attest to the modifications by giving a complete signature in the margin near the modification



NEW JERSEY SMALL BUSINESS HEALTH OPTIONS PROGRAM (SHOP) CERTIFICATION

Legal Name and Address of	Employer:		
·	Name		
Street	City	State	ZIP
Group Policy Number or Gro	oup Number:		

For purposes of certification as a New Jersey Small Employer, an Employer is considered to be a Small Employer if the Employer satisfies the definition set forth below.

Employee and Small Employer Definitions

The definition of Small Employer counts employees as defined below.

<u>Employee</u> means an employee of the Policyholder. An individual and his or her legal spouse when the business is owned by the individual or by the individual and his or her legal spouse, partners in a partnership, sole proprietors, a 2-percent S corporation shareholder and independent contractors are **not** employees of the Policyholder.

<u>Small Employer</u> means in connection with a Group Health Plan with respect to a Calendar Year and a Plan Year, an employer who employed an average of at least 1 but not more than 50 <u>employees</u> on business days during the preceding Calendar Year and who employs at least 1 employee on the first day of the Plan Year.

All persons treated as a single employer under subsection (b), (c), (m) or (o) of section 414 of the Internal Revenue Code of 1986 shall be treated as one employer.

In the case of an employer which was not in existence throughout the preceding calendar year, the determination of whether such employer is a small or large employer shall be based on the average number of employees that it is reasonably expected such employer will employ on business days in the current calendar year.

The following calculation must be used to determine if an employer employs at least 1 but not more than 50 employees. For purposes of this calculation:

- a) Employees working 30 or more hours per week are full-time employees and each full-time employee counts as 1;
- b) Employees working fewer than 30 hours per week are part-time and counted as the sum of the hours each part-time employee works per week multiplied by 4 and the product divided by 120 and rounded down to the nearest whole number.

Add the number of full-time employees to the number that results from the part-time employee calculation. If the sum is at least 1 but not more than 50 the employer employs at least 1 but not more than 50 employees.

Please note: Small Employer includes an employer that employs more than 50 full-time employees if the employer's workforce exceeds 50 full-time employees for no more than 120 days during the calendar year and the Employees in excess of 50 who were employed during such 120-day or fewer period were seasonal workers.

Full-Time Employee Definition

The definition of Full-time Employee is used to determine <u>eligibility</u> for coverage under a small employer plan. Full-time employees are counted when determining participation for a small employer.

Full-Time Employee means an employee who works a normal work week of 30 or more hours. Work must be at the Policyholder's regular place of business or at another place to which an employee must travel to perform his or her regular duties for his or her full and normal work hours.

Please indicate below the number of employees by work location/State. Refer to the definition of "employee" on page 1. All employees must be included, regardless of whether or not they currently have medical coverage and through whom that coverage is provided.

	Number of Employees or Former Employees					
Work Location (list by State)	Full-time	Part-time	COBRA or State Continuees	Other		
The following information will be used to calculate the p on page 1 that counts employees working 30 or more h		e. Refer to the	definition of "full	-time employee"		
Total # Full-time Employees						
Total # Full-time Employees applying/enrolling for health Total # Full-time employees waiving health benefits cov parent's group coverage, Medicare, Medicaid, or NJ Fa through a different employer or coverage under an	erage under the amilyCare or Tric	policy with cov care or any othe				
Total # Full-time employees waiving health benefits cov Plan issued by another carrier and offered by the sr		policy with cov	erage under a H	lealth Benefits		
Please separately list the name(s) of the other carri	ier(s) and the nu	mber of employ	yees covered un	der each:		
Total # Full-time employees waiving health benefits cover parent's group coverage; Medicare, Medicaid, or NJ Fam or an individual plan. Total # Employees in an ineligible class or classes						
The following information will be used to determine how	v certain federal	laws apply to the	ne Small Employ	er		
Is your firm subject to Working Aged Provisions of fede (You may be subject to the law if you employed 20 or mo If yes, provide the number of full-time and part-time current or prior calendar year.	ral law (TEFRA/l re employees for	DEFRA)? 20 weeks in the	e current or prior	Yes □ No calendar year)		
For purposes of this question "employee" includes: temporary employees, employees who are union me persons, independent contractors (1099), directors						
Is your firm subject to the requirements of the federal C	OBRA law?			Yes ☐ No		
(You may be subject to the law if you employed 20 or not the previous calendar year.)	nore employees	during 50% or	more of the work	ding days during		
For purposes of this question "employee" includes: temporary employees, employees who are union me persons, independent contractors (1099), directors.						
If yes, provide the number of full-time and part-time days during the previous calendar year.	employees you e	employed during	g 50% or more o	of the working		
Each part-time employee counts as a fraction of an epart-time employee worked divided by the hours an				of hours the		

CERTIFICATION AS A SMALL EMPLOYER IN THE STATE OF NEW JERSEY

For a Group Health Benefits Plan

Please sign and date appropriate section indicating whether or not you meet the definition of a small employer .

☐ I certify that I qualify as a Small Employer in the State of New Jersey.	
AND	
☐ I certify that the information provided to Horizon Blue Cross Blue Shield of New Jerse understand that if the above information is not complete or is not provided to Horizon then health benefits coverage does not have to be offered or continued. I further unduntrue information may void health benefits coverage.	BCBSNJ, in a timely manner,
Signature of Officer, Partner or Owner	Title
Print Name of Officer, Partner or Proprietor	Date
Signature of Witness	Date
☐ I certify that I am NOT a Small Employer in the State of New Jersey, as defined above	2.
Signature of Officer, Partner or Proprietor	Title
Print Name of Officer, Partner or Proprietor	Date
Signature of Witness	 Date

Any person who includes any false or misleading information on an application or enrollment form or certification for a health benefits plan is subject to criminal and civil penalties.

Complete this section if you have certified that the Employer is a Small Employer

*CENSUS INFORMATION

Please include the following persons in the following list:

- a. employees, owners, partners, and officers who are actively working for the employer on a regular basis, and are paid by the employer on a regular basis, whether or not they are eligible to be covered under the policy.
- b. employees, owners, partners and officers who are not working, but who are currently covered under the employer's health benefits plan for reasons such as continuation of coverage or total disability.

Please use the following letters to indicate Status:

- O: Owner, partner or officer
- F: Full-time employee who works 30 or more hours per week
- P: Part-time employee who works less than 30 hours per week
- S: Seasonal employee (employee works 120 days or fewer per year)
- D: Totally Disabled employee
- C: Continuee under state or federal law
- **U:** Employee participating in an employee welfare arrangement established pursuant to a collective bargaining agreement.

Name	Job Title	Date of Employment	Hours Worked Per Week	Status	Work Location (State)	Date of Birth
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

^{*}If additional space is needed, attach a separate sheet.



SMALL EMPLOYER HEALTH BENEFITS WAIVER OF COVERAGE

Group Policy No.:						
Policyholder Name:						
Employee Name:						
Last Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Di	First		N	MI		
Date of Employment:		rth:				
I was given the opportunity to enroll in this plan of group he Blue Cross Blue Shield of New Jersey. I <i>refuse</i> the following	alth benefits o					rizon
☐ Employee, Spouse and Child(ren) coverage						
☐ Spouse coverage						
☐ Child(ren) coverage						
Reason for Refusal (Please check all appropriate boxes.)						
\square other fully-insured Group Health Plan sponsored by this e	mployer					
\square other Group Health Plan sponsored by my spouse's empl	oyer					
☐ other group coverage sponsored by another organization						
□ covered under Medicare						
□ other reasons (please explain)						
Please identify Group Health Plan(s) and provide names(s)	of policyholder	(s), carrier(s) and poli	icy nun	nber(s).		
Policyholder/Name:						
Last Carrier:		Policy Number:			MI	
Policyholder/Name:	First				MI	
Carrier:		Policy Number:				
Policyholder/Name:						
Carrier:	First	Policy Number:			MI	
If you are declining enrollment for yourself or your dependents (inc you may in the future be able to enroll yourself or your dependents i your other coverage ends. In addition, if you have a new depende you may be able to enroll yourself and your dependents provided adoption or placement for adoption.	cluding your spo in this plan, prov ent as a result of	use) because of other (ided that you request er marriage, birth, adoptio	nrollmer on or pla	nt within acement	90 days for ado	after ption,
I understand that if I later wish to enroll for any of the coverage(s) ref	fused, I will be re	equired to submit an Enro	ollment	Form.		
		Date: _		/	/	
Signature of Employee			MM	DD	YYY	Υ
Signature of Witness		Date: _		/		
JIGHARUF OF WILLIESS			MM	DD	YYY	ľ



Notice of Nondiscrimination

Horizon Blue Cross Blue Shield of New Jersey complies with applicable Federal civil rights laws and does not discriminate against nor does it exclude people or treat them differently on the basis of race, color, gender, national origin, age, disability, pregnancy, gender identity, sex, sexual orientation or health status in the administration of the plan, including enrollment and benefit determinations. Horizon BCBSNJ provides free aids and services to people with disabilities (e.g. qualified language interpreters and information in other formats) and to those whose primary language is not English (e.g. information in other languages) to communicate effectively with us.

Contacting Member Services

Call Member Services at 1-844-498-9393 (TTY 711) or the phone number on the back of your member ID card, if you need the free aids and services noted above and for all other Member Services issues.

Filing a Section 1557 Grievance

If you believe that Horizon BCBSNJ has failed to provide the free communication aids and services or discriminated against you for one of the reasons described above, you can file a discrimination complaint also known as a Section 1557 Grievance. Horizon BCBSNJ's Civil Rights Coordinator can be reached by calling the Member Services number on the back of your member ID card or by writing to:

> **Horizon BCBSNJ Civil Rights Coordinator PO Box 820** Newark, NJ 07101

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights Complaint Portal, online at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail at U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201 or by phone at 1-800-368-1019 or 1-800-537-7697 (TDD). OCR Complaint forms are available at www.hhs.gov/ocr/office/file/index.html.

Language assistance

Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-844-498-9393 (TTY 711). 注意:如果您使用繁體中文. 您可以免費獲得語言援助服務。請致電 1-844-498-9393 (TTY 711).

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다.

1-844-498-9393 (TTY 711)번으로 전화해 주십시오.

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-844-498-9393 (TTY 711).

સુચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. ફોન इरी 1-844-498-9393 (TTY 711).

UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-844-498-9393 (TTY 711).

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-844-498-9393 (TTY 711).

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-9393-498-494 (رقم هاتف الصم والبكم 711). PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-844-498-9393 (TTY 711).

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-844-498-9393 (телетайп 711).

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-844-498-9393 (TTY

ध्यान दें: यिद आप हिंदी बोलते हैं तो आपकेलिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-844-498-9393 (TTY 711) पर कॉल करें।

CHÚ Ý: Nếu ban nói Tiếng Việt, có các dịch vu hỗ trơ ngôn ngữ miễn phí dành cho ban. Goi số 1-844-498-9393 (TTY 711).

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-844-498-9393 (ATS 711).

خبردار: اگر آپ اردو بولتے ہیں، تو آپ کو زبان کی مدد کی خدمات مفت میں دستیاب ہیں ۔ کال کریں

1-844-498-9393 (TTY 711).