



# Small Group

## Submission Checklist

Use these helpful tips to prepare your new small groups for enrollment.

- Confirm Eligibility:** A business may qualify as a small group if it has between one and 50 employees currently on the payroll and during most business days in the past calendar year.
- Apply for Group Coverage:** Submit a completed, signed BPA at least two weeks before the requested effective date. Need a BPA? Visit [bcbstx.com/producer](http://bcbstx.com/producer).
- Enroll your Members\*:** An application or declination is required for each eligible employee. You can upload paper applications – or try our Smart Census in the ACA Enrollment tool on Blue Access for Producers<sup>SM</sup> to see how easy submitting your enrollment census can be!
- Submit a Signed Small Group Proposal:** Include the signature page from the Small Group proposal with the group's enrollment.
- Proof of Wages:** Submit the group's most current quarterly wage and tax report or other payroll documents from the Texas Workforce Commission (TWC).
- Texas Supplemental Employment Verification Form:** New hires aren't listed on the TWC report? No problem – submit a supplemental employment verification form.
- Proof of Business:** If a quarterly wage and tax report isn't available, other state-filed documents can be used as proof of business:
  - Articles of incorporation or organization
  - Certificates of organization
- Employer Group Information Form (EGI):** Submit a signed EGI form along with the BPA.
- The Participation Requirement is 75%, Less Valid Waivers:** Identify employees with valid waivers – like proof of other coverage. Identifying part-time, seasonal and terminated employees can also help the group meet minimum participation requirements.

### Submit all your new small groups online.

Log in to [bcbstx.com/producer](http://bcbstx.com/producer).  
For quickest processing, have your completed enrollment documents ready to upload.  
How can we help? Call your sales executive for questions about new group sales.

\*Employee Enrollment applications are not required when you use the Blue Directions enrollment tool.