

New Case Submission

RULES & TIMELINES FOR SMALL GROUPS

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. If you are working with a General Agency (GA), then the GA may request the below information earlier in order to review the group and submit to Health Net by the submission deadlines indicated.

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

- Electronic Check Form (first month's premium)
- Plan selections
- Signed & completed Group Service Agreement (GSA) Application
- Brokers may either submit all signed & completed Employee enrollment forms required **OR** the Employee Census Enrollment sheet found on The Hub with the understanding that the Broker is responsible for retaining all signed and completed forms.

GA must utilize the Census Enrollment Sheet.

- DE-9C and/or payroll journal

The items above must be included by the submission cut-off date or will be moved to the next effective month.

- Cut-off date is the **5th of the month** or following business day if cut-off falls on a holiday or weekend.
- **Late Case Submission List** must be submitted by 5:00 pm of the next business day after the cut-off.
- Late Case must be submitted by 5:00 pm on the **15th of the month** or following business day if cut-off falls on a holiday or weekend.
- All cases must be completed by 5:00 pm of the **20th of the Effective Date month**, or following business day if cut-off falls on a holiday or weekend, or it will get rolled to the next month's Effective Date.

(continued)



Month	Submit case by 5:00 PM	Submit late case list by 5:00 PM	Submit late case by 5:00 PM	Complete case by 5:00 PM ***Case will roll to next month's eff. dt. after this date
January	Monday, January 5, 2026	Tuesday, January 6, 2026	Thursday, January 15, 2026	Tuesday, January 20, 2026
February	Thursday, February 5, 2026	Friday, February 6, 2026	Tuesday, February 17, 2026	Friday, February 20, 2026
March	Thursday, March 5, 2026	Friday, March 6, 2026	Monday, March 16, 2026	Friday, March 20, 2026
April	Monday, April 6, 2026	Tuesday, April 7, 2026	Wednesday, April 15, 2026	Monday, April 20, 2026
May	Tuesday, May 5, 2026	Wednesday, May 6, 2026	Friday, May 15, 2026	Wednesday, May 20, 2026
June	Friday, June 5, 2026	Monday, June 8, 2026	Monday, June 15, 2026	Monday, June 22, 2026
July	Monday, July 6, 2026	Tuesday, July 7, 2026	Wednesday, July 15, 2026	Monday, July 20, 2026
August	Wednesday, August 5, 2026	Thursday, August 6, 2026	Monday, August 17, 2026	Thursday, August 20, 2026
September	Tuesday, September 8, 2026	Wednesday, September 9, 2026	Tuesday, September 15, 2026	Monday, September 21, 2026
October	Monday, October 5, 2026	Tuesday, October 6, 2026	Thursday, October 15, 2026	Tuesday, October 20, 2026
November	Thursday, November 5, 2026	Friday, November 6, 2026	Monday, November 16, 2026	Friday, November 20, 2026
December	Monday, December 7, 2026	Tuesday, December 8, 2026	Tuesday, December 15, 2026	Monday, December 21, 2026