





# PROFESSIONAL EMPLOYER ORGANIZATION (PEO) GUIDE

Carrier	Guideline for staying with a PEO	Guideline for leaving a PEO
<b><i>In addition to meeting standard Underwriting Guidelines, groups must provide the following:</i></b>		
	<p>Groups that are currently with a PEO acting as a co-employer are not eligible for coverage</p> <p>Groups using payroll services only through a company that also offers PEO services are eligible subject to meeting the standard underwriting guidelines for eligibility. They must also submit the current prior carrier bill solely for the group and in the group's name</p>	<p>Groups must leave the PEO on or before the requested effective date</p> <p>1-5 enrolling:</p> <ul style="list-style-type: none"> <li>Copy of the contract termination letter sent from the PEO to the employer verifying the cancellation of the leasing arrangement as well as the date</li> <li>Copy of the most current quarterly wage report filed by the PEO or at least 2 weeks of current consecutive payroll</li> </ul> <p>6+ enrolling:</p> <ul style="list-style-type: none"> <li>Copy of the contract termination letter sent from the PEO to the employer verifying the cancellation of the leasing arrangement as well as the date</li> <li>If the group does not have current health coverage: Copy of the most current quarterly wage report filed by the PEO or at least 2 weeks of current consecutive payroll</li> <li>If the group has current health coverage: Provide the current health coverage bill to establish group eligibility. Any employees not on the bill must have their full names written in with the reason they do not appear on the bill</li> </ul>
	<p>Groups that are currently with a PEO acting as a co-employer are not eligible for coverage</p> <p>Groups that use PEO payroll services only are eligible subject to meeting the standard underwriting guidelines for eligibility. A copy of the PEO contract confirming this is required</p>	<p>Groups must leave the PEO on or before the requested effective date</p> <p>Provide a copy of PEO client invoice billed to the worksite business, which includes names of each employee previously leased to the worksite employer</p> <p>Signed Conditions of Enrollment form will be required</p> <p>Company's first 30 days complete payroll records to be provided within 45 days of the effective date</p>
	<p>Groups that are currently with a PEO acting as a co-employer are not eligible for coverage</p> <p>Groups that use PEO payroll services only are eligible subject to meeting the standard underwriting guidelines for eligibility. A copy of the PEO contract confirming this is required</p>	<p>Groups must leave the PEO on or before the requested effective date</p> <p>Copy of the letter sent from the PEO to the client business verifying the cancellation of the leasing arrangement will be required</p> <p>If a copy of a payroll is submitted that separates the formerly leased employees by business location, the group will be considered a qualified group</p>
	<p>Sub-group's home office must be located in California</p> <p>Statement of Compliance portion of the Employer Application must be signed by an authorized representative of the sub-group, not a PEO representative</p> <p>PEO Sub-Group Letter is required</p> <p>Quarterly Wage &amp; Tax Report (DE9C) or payroll ledger including summary totals for the most current 6 weeks</p>	<p>Groups must leave the PEO on or before the requested effective date</p> <p>Groups leaving a PEO on the enrollment effective date must provide:</p> <ul style="list-style-type: none"> <li>Explanation from the employer with a description and date of the PEO split-off scenario</li> <li>One week of payroll from the new payroll company with the balance for the month due within 30 days of the effective date</li> </ul> <p>Groups that left a PEO prior to the enrollment effective date must provide:</p> <ul style="list-style-type: none"> <li>Explanation from the employer with a description and date of the PEO split-off scenario</li> <li>Payroll under the company (not the PEO) from start to current is required - must be at least one week</li> </ul> <p>For both scenarios: If payroll is not equal to one month, group will be approved contingent on the remainder of payroll</p> <p>1-4 life groups will need at least 4 weeks of payroll prior to the requested effective date for one common-law employee</p>

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Please refer to the carrier guidelines for additional information

(Continued on back)

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	<p>Groups that are currently with a PEO acting as a co-employer are not eligible for coverage</p> <p>Groups using payroll services only through a company that also offers PEO services are eligible subject to meeting the standard underwriting guidelines for eligibility. They must also submit the current prior carrier bill solely for the group and in the group's name</p>	<p>1-2 enrolling:</p> <ul style="list-style-type: none"> <li>2 weeks payroll documentation for all enrolling employees separated from the PEO</li> <li>A letter from PEO or screenshot from the web portal indicating date PEO cancelled</li> </ul> <p>3+ enrolling: No quarterly wage report/payroll documents required</p>
	<p>A DE9C or quarterly wage report from the PEO is required if the PEO provides them for its employer groups</p> <p>If the PEO does not prepare a quarterly wage report for each employer, payroll that covers 50% of the prior calendar quarter from the PEO may be substituted</p> <p>The quarterly wage report and/or payroll must demonstrate that the group meets the definition of a small employer and that the employees are eligible for coverage</p>	<p>Groups must leave the PEO on or before the requested effective date</p> <p>A DE9C/quarterly wage report from the PEO is required if the PEO provides them for its employer groups</p> <p>If the PEO does not prepare a quarterly wage report, the most current 2 weeks of payroll from either the PEO or the group may be substituted</p> <p>The DE9C/quarterly wage and/or payroll must demonstrate that the group meets the definition of a small employer and the employees are eligible for coverage</p>
	<p>DE9C/Payroll not required for any group size at time of submission</p> <p>Only groups with enrolling non-emancipated minors are required to submit a Payroll Attestation form</p> <p>Kaiser may request DE9C/Payroll at any time to determine group eligibility/validate address rating information</p>	<p>DE9C/Payroll not required for any group size at time of submission</p> <p>Only groups with enrolling non-emancipated minors are required to submit a Payroll Attestation form</p> <p>Kaiser may request DE9C/Payroll at any time to determine group eligibility/validate address rating information</p>
	<p>Groups that are currently with a PEO acting as a co-employer are not eligible for coverage</p> <p>Groups that use PEO payroll services only are eligible subject to meeting the standard underwriting guidelines for eligibility</p>	<p>Groups must leave the PEO on or before the requested effective date</p> <p>Copy of the prior carrier bill from the PEO with employee census confirming prior coverage will be required</p> <p>Provide a copy of the contract termination letter sent from the PEO to the employer that verifies the cancellation of the leasing arrangements as well as the cancellation date</p> <p>Approval is contingent receiving 30 days of payroll records for all employees within 45 days of the effective date</p> <p>Provide at least two weeks of payroll from a legitimate payroll company issued in the name and Tax Identification Number of the individual employer group, not the PEO</p> <p>The employer group must have offered the employees health insurance previously through the PEO</p>

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