

Sanford Group Plans

Email questions and forms to groupforms@graberassocinc.com

All information presented in this document is subject to change and is intended for agent use only.

TIPS & REMINDERS

- For renewing groups (1-50 employees) with renewal dates prior to 01/01/23, submissions must be made via paper forms emailed to Graber & Associates.
- For renewing groups (1-50 employees) with renewal dates after 01/01/23, all submissions must be made on Salesforce. Paper applications will not be accepted.
- Salesforce is required to enter new groups (1-50 employees) effective 10/01/22 and renewing groups effective 01/01/23. G&A is here to help you navigate Salesforce.
- Small Group Grandmothered (Transitional) plans will sunset on January 1, 2023, and small employers will need to shop for another plan option for their employees.
- Small Group Grandfathered plans will sunset upon renewal date in 2023, and small employers will need to shop for another plan option for their employees.
- Make sure groups have the most recent employee applications and change forms. These can be found on the agent portal or by contacting G&A.
- Collect all necessary information and forms prior to entering on the portal.
- The number of plans a group can offer is based off the total number of employees.
1-5 Total Employees: One plan **6-50 Total Employees:** Three plans
- If Graber & Associates is assisting with a quote, please provide a two business day lead time.



We're happy to answer your questions.

Email us at groupforms@graberassocinc.com

Call us at (800) 669-3959 or (605) 331-2100

GROUP NEW BUSINESS CHECKLIST

1-50 Employees

Deadline: 15th of the Month Prior

Submission: Salesforce - Will Not Accept Paper

REQUIRED ITEMS

- Employer Application
- ACH Authorization
- Group Eligibility Documents (Reconciled)
Contact G&A for required information
- COBRA Application (If applicable)
- Employee Applications & Waivers

51+ Employees

Deadline: 15th of the Month Prior

Submission: Paper - Emailed to G&A

REQUIRED ITEMS

- Employer Application
- Health Maintenance Organization Contract
- Employer Eligibility Documentation
- COBRA Application (If applicable)
- Employee Enrollment Template
Contact G&A for latest version

GROUP RENEWAL CHECKLIST

1-50 Employees

Deadline: 15th of the Month Prior

Submission: See 'Tips & Reminders'

REQUIRED ITEMS

- Renewal Attestation
- Plan Elections
- COBRA Application (If applicable)
- Employee Applications & Change Forms

51+ Employees

Deadline: 15th of the Month Prior

Submission: Paper - Emailed to G&A

REQUIRED ITEMS

- Renewal Attestation
- Plan Elections
- COBRA Application (If applicable)
- Employee Applications & Change Forms

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