

## ACA Virginia Innovation Health

For groups in the following counties/cities: Arlington County, Fairfax County, Loudoun County, Alexandria, Fairfax, Falls Church, Prince William County, Stafford County, Spotsylvania County, Fredericksburg, Manassas, Manassas Park, Fauquier County, Frederick County, Clarke County, Shenandoah County, Warren County, Page County, and Winchester

All New Business groups must be submitted through Innovation Health Private Exchange

- 1. Innovation Health Branded Employer Application through Innovation Health Private Exchange**
- 2. Innovation Health Branded Employee Enrollment and Waiver through Innovation Health Private Exchange**
- 3. Copy of Initial Premium check payable to Innovation Health or ACH Form**
  - ▶ Upon approval you will be notified to send the check to the bank lockbox
- 4. Wage and Tax Statement**
  - ▶ 1 to 50 employees - Quarterly Wage and Tax Statement
  - ▶ Sole proprietors, partners, and officers not listed on the QWTS are not required to submit tax documents; the underwriter may request if needed.
  - ▶ Sole proprietors and owners of "S" corporations qualify for coverage if there is at least one enrolled W-2 employee who is not an owner and not an owner's spouse.
  - ▶ C-corps are eligible as long as there is at least one W-2 employee including owners. If the only employees are owners and they are W-2, the group is eligible.
  - ▶ Partners and LLCs filing as a partnership are eligible even if there are no W-2 employees. Husband and wife groups are not eligible.
- 5. Dental Benefit Summary to receive credit for Major or Orthodontic coverage (if elected)**

Any missing information may result in the effective date being moved forward to the next available date.

For complete Underwriting Guidelines go to [https://www.aetna.com/producer/SmallGroup/underwriting\\_rules/index.html](https://www.aetna.com/producer/SmallGroup/underwriting_rules/index.html)

**Submission deadline 3<sup>rd</sup> QTR:** By the requested effective date

**Submission deadline 4<sup>th</sup> QTR:**

Effective Date	Submission Date	Effective Date	Submission Date
October 1 <sup>st</sup>	Monday, September 11 <sup>th</sup>	October 15 <sup>th</sup>	Monday, September 25 <sup>th</sup>
November 1 <sup>st</sup>	Tuesday, October 10 <sup>th</sup>	November 15 <sup>th</sup>	Wednesday, October 25 <sup>th</sup>
December 1 <sup>st</sup>	Friday, November 10 <sup>th</sup>	December 15 <sup>th</sup>	Monday, November 27 <sup>th</sup>

**For help with your new case submissions contact us at 1-855-578-0566**

This material is for informational purposes only. Information is believed to be accurate as of the production date; however, it is subject to change.

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