

March

ASO Rates & Broker Fee Changes

ASO fees sent to Benecon

Broker fees sent to Benecon

April 1

90-day Notice for Potential Termination must be submitted

Notice stating option to terminate must be received by Benecon to meet guidelines of the VERIS Agreement (if applicable) for June 30th

Note: Election form due 30 days prior to date of term payment due 10 days post term date

April

VERIS Renewals Released

Benecon webinar prior to release of renewals

VERIS renewal received from Benecon

Discuss renewal with VERIS group(s)

Submit plan changes to Benecon

June 2

Deadline for Approved Plan Changes in order to guarantee updated rates on July invoices - Any changes received after this date may not be reflected on the July invoice. Late processing fees may be assessed for decisions received after this date.

Confirm renewing "AS IS" if a group will not be making any plan changes to current plan

Confirm final plan change(s) and send to Benecon to receive APC for final change(s)

Definition: Approved Plan Change (APC) - these are final rates/changes communicated to the Stop Loss Carrier

Carrier Changes - Medical & RX

Please work with Benecon and the Carrier on the following:

Confirm carrier rep and details to Benecon

Work with carrier for plan design and enrollment (Benecon can assist to ensure smooth transition)

Confirm with carrier who is paying run-in/run-out for stop loss claims

Communicate carrier change and ASO fee to Benecon for Approved Plan Change (APC)

Acquisitions & Mergers (If a group will be acquiring a new population to be added to a current VERIS group)

Please send the following to Benecon:

Multiple Employer Questionnaire (MEQ)

Disclosure

Plan designs for new population

Current rates for new population

Enrollment file of the new population

After VERIS Renewal is Finalized

Please send the following:

Send final enrollment census to Benecon if client changed carrier or added additional plans

Send Summary of Benefits & Coverages (SBCs) and Benefit Highlight Sheets to Benecon

Submit COBRA rates to Benecon COBRA team or other COBRA Administrator (this should include vision, dental, & HRA). Send COBRA and HRA Rates to client(s).

Benecon will deliver final stop loss policy to box.com (allow 2-4 months for processing)