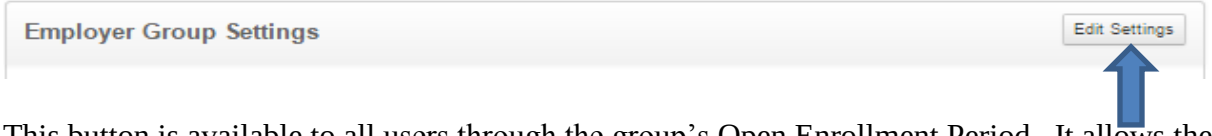
Editing an Employer Group Effective Date, Terminating/Reactivating/Reinstating an Employer Group

There are a few different ways that a Broker can edit a group effective date for an employer. Pending the situation, one of the following methods should be used to change a group's effective date.

Edit Settings

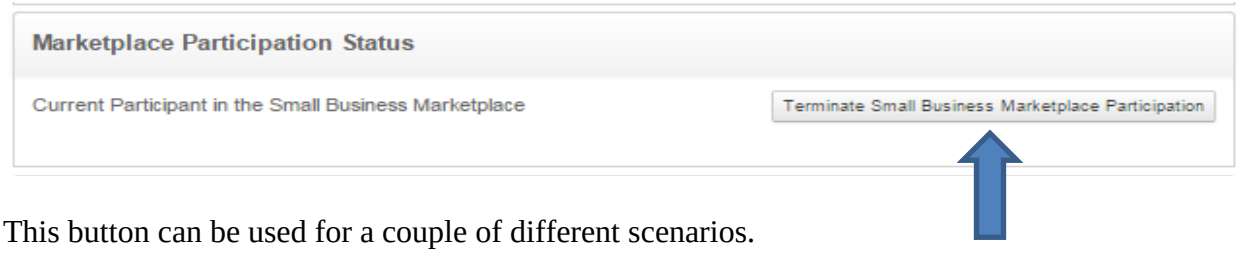
On the Employer's Overview screen there is an "Edit Settings" button in the upper right hand corner of the *Employer Group Settings* section.



This button is available to all users through the group's Open Enrollment Period. It allows the user to choose a new Group Effective date. It will only allow a future date, not a date in the past. *Important: If employees have completed their enrollment and the Edit Settings button is clicked, all enrollments will be canceled and the employees must re-enroll for the new Effective Date.*

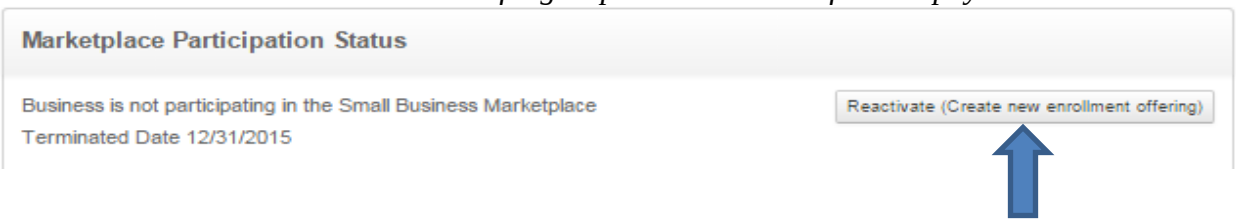
Terminate/Reactivate

On the Employer's Overview screen there is a button to terminate the group's coverage under the *Marketplace Participation Status* section.



This button can be used for a couple of different scenarios.

- Scenario 1 - an Employer wants to terminate their group's participation in SBM completely. The Employer or Broker can click the "Terminate Small Business Participation" button, choose a reason WHY they are terminating as well as the date they wish to terminate (the last day of the previous month can be selected from the calendar icon if needed).
- Scenario 2 - if the group came in at any time and did not complete their offer or no employees ever enrolled, then the group can be Terminated and then Reactivated to allow them to come back in with the correct quarterly rates and allow the employer to make a new offer to their employee's. The Roster will remain but all previous Offers will be deleted upon reactivation.
  Note: *This should not be done if a group was terminated for non-payment.*



- Once the group is terminated, the *Marketplace Participation Status* section will appear with a termination date for the group as well as a new "Reactivate" button that will allow the Employer/Broker to create a new enrollment offering with a new Group Effective Date. The Roster will remain as it was prior to the termination. The User can set up new classes for their employees on the My Enrollments tab. Then the User must click the "Create Enrollments" button at the bottom of the Employer's Roster. Next, the User would choose a new Group Effective Date and proceed with setting up the first class. ***Note:*** *The User will only be able to select a future group effective date, not a date in the past.*

Reactivate Vs. Reinstate

- **Reactivating** an Employer Group – this function is used to give an Employer the ability to come back in to the Marketplace with a **new effective date and a new offer**. The only aspect of the employer's previous account that will carry over to the new, prospective, account is the Employer Roster. Everything else must be completed again. The group will have a new account selection upon logging in (My Applications). The previous account will be listed as a "past account" and the new account will be under the "current account" selection.
    - *An employee who was previously enrolled will have a gap in coverage. All deductibles will restart with the new plan and effective date.*

- **Reinstating** an Employer Group – this function is provided for groups that terminated from the Marketplace and need to come back in **without a gap in coverage**. By reinstating a group, they will pick up their coverage where they left off, deductibles and plans **will be restored to their original status** prior to the group's termination. The group will not have the ability to give employees a new offer. This can only be done in the group's open enrollment period. Reinstating a group must be done by a NYSOH Customer Service Representative by calling 1-855-355-5777.

Things to remember when asking to have a group Reinstated:

- Once the *Reinstate Employer* link is clicked, all enrollments, class offerings and effective/enrollment dates will be restored to their **original** status.
- The Employer will be financially responsible for any unpaid invoices during their time in terminated status.
- The Employer must wait until their next Open Enrollment period to make any changes to their enrollment offering.
- Users cannot reinstate employer groups terminated for non-payment. This must be done by the Dept. of Health.

It is up to the User (Broker/Employer) to determine which scenario is appropriate for their situation. If the User cannot change the group effective date for an employer, or if there are already employee enrollments, please call NYSOH Customer Service for assistance.