

# Census Enrollment Guide for New Business

## Census Enrollment Overview: New Groups

- Census Enrollment may be used for all new CaliforniaChoice® employer groups.
- The Census Enrollment template is designed to be used when reporting new hire enrollment and/or employee changes.
- A completed **Attestation Form (CC 0570)** must be provided to utilize Census Enrollment for new CaliforniaChoice employer groups.
- Our **Census Enrollment New Business (CC 0571)** spreadsheet is required for submission. Another template will not be accepted.
- Census enrollment is not a guarantee of coverage, plan availability, or underwriting approval. For questions about plans or underwriting requirements, contact your CaliforniaChoice New Business Sales Team.
- **Copying and pasting data into cells will corrupt spreadsheet.** All information must be either typed into applicable fields or selected from available dropdown.
- The Census Enrollment spreadsheet is available at [calchoice.com](http://calchoice.com).

## Getting Started

- Begin with the “Start Here” tab and confirm the correct effective date has been selected to ensure proper versioning and plan availability.
- All blank fields within the “Start Here” tab must be completed before proceeding to subsequent tabs.

## “Members Enrolling” tab

- This tab is to be completed only for employees and dependents who are electing to enroll within a line of coverage offered by the employer.
- The employee SSN is required for both the employee and their enrolling dependent(s). Please also include the dependent SSN in the appropriate field.
- Any field that appears gray does not need to be completed.

## “Members Waiving” tab

- This tab is to be completed only for employees and/or dependents who are opting to waive a line of coverage offered by the employer.
- If waiving all lines of coverage offered, waiving employees/dependents do not need to be listed on the “Members Enrolling” page.
- Employees are the only party to be listed on the “Members Waiving” tab, with dropdowns being utilized to indicate whether the employee and/or the eligible dependents have opted to waive coverage offered by the employer.
- Only the employee’s SSN is needed for any dependent who is waiving a line of coverage offered by the employer.

## Final Steps

- Review entries, confirm no copy/paste actions, save the file. You must retain copies of the Employee Application, Waiver and/or Change Request forms.
- Submit for processing to: [underwriting@calchoice.com](mailto:underwriting@calchoice.com).
- Contact the CaliforniaChoice New Business Sales Team at 800.558.8003 if you have questions.