



**PLEASE NOTE: This checklist is provided as a guide. The carrier may require additional items and documentation. Please refer to the carrier's underwriting guidelines for a complete list of requirements. Please use the latest version of forms.**

Our goal is to process your new group enrollment easily and efficiently in order to provide you and your client with a quick approval. The following list outlines the health plan's case submission requests:

- ☐ No binder check is needed. VSP will bill for the first month's premium.
- ☐ Employee Roster Sheet (Census enrollment).
- ☐ VSP Client Application-please advise the correct rating option, based on the following carrier guidelines:

Core Rates-75%-100% employer paid for all. OR, if employer contribution is less than 75% for all, the plan must be bundled with another benefit on a joint enrollment basis - all employees and dependents on the group medical plan or the group dental plan enroll in VSP. **Minimum group size of 5 enrolled employees.**

Voluntary rates-**Minimum group size of 10 enrolled employees.** Plan can be 100% employee paid. Changes to enrollment status can be made during the client's annual open enrollment only.

Core Employee/Voluntary Dependent rates-75%-100% employer paid for all eligible employees. Dependent coverage is voluntary and paid for by the employee. Minimum group size of 10 enrolled employees. Changes to enrollment status can be made during the client's annual open enrollment only.

**After approval, prior carrier termination letter must be submitted by the employer or broker.**