**QualCare New Business**

Small Group Deadline: 15 days after the effective date (QualCare prefers new business cases 15 days prior so that members will have their ID cards before their effective date). The effective date can only be 1st of the month

The following is needed for anew business submission:

Participation: Must meet the 75% participation requirement (Individuals count as waivers)

Out of Area Requirement: 75% of eligible employees must reside in New Jersey

Allowable Plan combination: Groups are allowed to offer as many plans and Rx options as they want.

Waiting Period: Cannot be waived for a new group enrollment. Groups can choose from the following: 1st of the month following DOH, 30 days, or 60 Days

* BOR Letter
* Master Application
* Certification
* Plan Selection Sheet
* Applications/Waivers
* Tax Documentation (needed for all groups)
	+ Most Recent WR30
	+ Ownership Tax Documentation if owner is not full time on WR30 (K-1s)
	+ Owner’s personal 1040 forms (If anything is listed in line 7, the owner’s personal W2 will be required to account for the amount listed)
	+ W4 for newly hired employees
* Signed Rates
* EANJ Number or proof of membership with the greater Monmouth County Chamber of Commerce (If not medically affiliated)