

Census Enrollment Tool Highlights

Census Enrollment Overview

- Census Enrollment is available only for **new** CaliforniaChoice® employer groups.
- Census Enrollment is not a guarantee of coverage, plan availability, or underwriting approval. For questions about plans or underwriting requirements, contact your CalChoice 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 dropdowns.

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 the "Members Enrolling" and "Members Waiving" tabs.

Member Enrollment ("Members Enrolling" tab)

- This tab is to be completed ONLY for employees and/or 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. Please also include the dependent SSN in the appropriate field.
- Any field that appears gray does not need to be completed.

Waiving Coverage ("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.

Key plan rules:

- Life insurance cannot be waived.
- Dental waivers are only needed for employer-sponsored Dental.
- Must reside in CA for Chiropractic auto-enrollment.
- Chiropractic auto-enroll cannot be waived.

Final Steps

- Review entries, confirm no copy/paste actions, save the file.
- Contact the CalChoice New Business Sales Team if you have questions.