



Employer Checklist for Broker Assistance

Employer Checklist

- Decide to Use a Broker
- Choose a Broker
- Sign Broker Designation Agreement
- Designate Your Broker on Vermont Health Connect System
- Receive Broker Assistance in Plan Selection and Employee Enrollment

What Enrollment Services Does A Broker Provide?

1. Pre-Enrollment Assistance - Review employer demographics, discuss benefit plan options, cost and cost-sharing options, competitive trends and employer strategy for benefit choices and costs
2. Enrollment – Determine open enrollment calendar and communications, hold employee meetings to explain benefit options, assist employees with enrollment
3. Post-Enrollment – Assist in resolving ongoing billing issues, ongoing enrollment changes (new hires, terminations, etc.) and assistance resolving claims issues

What Is the Broker Fee?

Brokers cost \$20 PEPM (Per Employee Per Month) during the coverage year. The same fee applies to individual, couples or family coverage.

Is There Help for Employers to Pay Brokers?

Yes, there is a \$2 Million Grant Fund to help employers pay brokers. Employers will be automatically reimbursed \$7 PEPM by Vermont Health Connect quarterly during 2014 until the grant fund is exhausted. The final reimbursement will be based on a special calculation for remaining grant funds. There is no extra paperwork required to receive grant funds.

How Do I Choose My Broker?

You may continue to work with your current Broker of Record who manages your health benefits plan if they are a registered broker on Vermont Health Connect. Or, choose a registered broker listed on the Vermont Health Connect website.

How Do I Pay My Broker for Exchange Enrollment?

Employers will receive an invoice for broker enrollment services from a third-party administrator (TPA) contracted by Vermont Health Connect. Billing information will be taken from the Broker Designation Agreement.

How Do I Pay My Broker for Other Services?

Brokers will bill clients directly for any other services provided.