

OIC small group notice checklist

Elements issuers need to include if they write their own small group letters

Small group renewals – required elements:

- Monthly premium for the enrollment group in upcoming year;
- Information about significant changes to the coverage;
- Information about other health coverage options;
- Contact information to call for questions (include TTY/TTD);
- Written in a clearly understandable manner;
- Information on how to request a reasonable accommodation to get the information in an accessible format, like large print, Braille or audio, at no cost; and
- Language taglines per CCIO Technical Guidance.

Small group discontinuations – required elements:

- Statement that issuer is discontinuing coverage;
- If automatically enrolling into a new plan or suggesting a new health plan, then include the new monthly premium for the enrollment group;
- Information about other health coverage options;
- Contact information to call for questions (include TTY/TTD);
- Written in a clearly understandable manner;
- Information on how to request a reasonable accommodation to get the information in an accessible format, like large print, Braille, or audio, at no cost; and
- Language taglines per CCIO Technical Guidance.