

# OIC Small group notice checklist

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

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### Small group renewals – required elements:

- Monthly premium for the enrollment group in 2019 and difference in premiums from last year;
- Information about significant changes to the coverage;
- Information about other health coverage options. Specifically, the notice must clearly explain the options for the employer or individual for obtaining or renewing health insurance coverage both through and outside of the Exchange;
- Contact information to call for questions (include TTY/TTD);
- The issuer must write the notice in a clearly understandable manner;
- Information on reasonable accommodations and how to request a reasonable accommodation to get the information in an accessible format, like large print, Braille, or audio, at no cost;
- 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 and difference in premiums from last year;
- Information about other health coverage options. Specifically, the notice must clearly explain the options for the employer or individual for obtaining or renewing health insurance coverage both through and outside of the Exchange;
- Contact information to call for questions (include TTY/TTD);
- The issuer must write the notice in a clearly understandable manner;
- Information on reasonable accommodations and how to request a reasonable accommodation to get the information in an accessible format, like large print, Braille, or audio, at no cost;
- Language taglines per CCIO Technical Guidance