

[DATE]

[Insert Customer Name]:

[Insert Client Number]:

Read This Letter Carefully and Respond!

Dear Group Administrator,

We want to let you know that your business has a probationary period greater than what is allowed by the Affordable Care Act. Probationary periods are now required to be one of the following:

- 30 days following hire date
- 60 calendar days following hire date
- 90 calendar days following hire date

What do you need to do?

You need to choose a probationary period that complies with the Affordable Care Act. This change will take effect with your 2014 renewal. Please contact us and let us know your intent by [##DATE]. If we do not hear from you, we will change all of your probationary period(s) to 90 calendar days.

How do you contact us?

There are many resources available to answer your questions or to help you get the most up-to-date information about your health insurance.

- Contact your agent at [INSERT agent phone number].
- Email us at Group.Membership@bcbsc.com.
- Call us directly at 800-868-2500, ext.41010 8:30 a.m. to 5:30 p.m., Monday–Friday.

Thank you for allowing us to serve you.

Sincerely,

Small Group Administration