

Matthew Denn
Insurance Commissioner



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Memorandum

From: Gene Reed
Director of Market Conduct and Analysis

To: All carriers writing small employer insurance in Delaware

Re: Annual filing of information related to health benefit plans issued to small employers

Regulation 1308, Section 12 requires carriers to file annually the following information with regard to health benefit plans issued to small employers in Delaware:

- The number of small employers that were issued health benefit plans in the previous calendar year (separated as to newly issued plans and renewals);
- The number of small employers that were issued the basic health benefit plan and the standard health benefit plan in the previous calendar year (separated as to newly issued plans and renewals and as to class of business);
- The number of small employer health benefit plans in force in each county (or by zip code) of the state as of December 31 of the previous calendar year;
- The number of small employer health benefit plans that were voluntarily not renewed by small employers in the previous calendar year;
- The number of small employer health benefit plans that were terminated or non-renewed (for reasons other than nonpayment of premium) by the carrier in the previous calendar year; and
- The number of small employer health benefit plans that were issued to small employers that were uninsured for at least the three months prior to issue.

Also, please include the number of people insured under the small employer plan(s) as of December 31.

The above information is due no later than shall be filed no later than March 15 of each year. For your convenience, a copy of this memorandum and a form for filing the information has been posted on the Delaware Insurance Department website, <http://delawareinsurance.gov>. Please submit the information by March 15 to the attention of Linda Nemes, Sr. Insurance Research Analyst. The information may be sent via email to Linda.Nemes@state.de.us.