Group Size Full-Time Equivalent (FTE) Submission Form

CareFirst ✚ ⑤
Family of health care plans

INSTRUCTIONS

Submit this form using one of the following methods:

- **Groups:**
  - ☐ Enter FTE data on the *Employer Portal*, along with an uploaded image of this form. Please select the Full Time Equivalent (FTE) Dashboard hyperlink under Quick links. (DCHL Group Business must be updated through DC Health Link.)
  - ☐ **The portal allows an end user to modify the previous FTE and upload supporting documentation; however, if the FTE remains the same the user is to upload the form and select confirm.**
- **Brokers:**
  - ☐ Enter FTE data into *Broker Express* or the *Broker Portal*, along with an uploaded image of this form. Please select the Full Time Equivalent (FTE) Dashboard hyperlink under Quick links. (DCHL Group Business must be updated through DC Health Link.)
  - ☐ **The portal allows an end user to modify the previous FTE and upload supporting documentation; however, if the FTE remains the same the user is to upload the form and select confirm.**

CALCULATING FTE EMPLOYEES (GENERAL INSTRUCTIONS)

- An employee is any person whose work is controlled and directed by the employer, including hours worked, projects assigned and the time spent on each project. Employees will generally receive a W-2.
- Employees may work full-time, part-time or on a seasonal basis. Individuals do not have to qualify for medical coverage to be considered employees.
- There are special rules regarding whether to include employees who do not receive W-2s. Please reference the Internal Revenue Service (IRS) guidelines linked at the end of this page or discuss with your tax or legal advisor.
- **Use whole numbers only**—no decimals, fractions or ranges. Use the number of employees at the end of the month.
- Make sure to count all employees, including those in different locations or divisions. A **full-time** employee is one who works an average of 30 or more hours per week. A **part-time** employee is one who works less than 30 hours per week. A **seasonal worker** is one who performs labor or services on a seasonal basis as defined by the Secretary of Labor, including retail workers employed only during the holiday season.
- Be sure to use FTE data from the calendar year prior to your upcoming effective date. For example, if you are renewing in 2025, use FTE data between 1/1/2024 to 12/31/24. You may need to estimate the number of anticipated full-time employees and the anticipated part-time hours for the remainder of 2024.
  1. For each month during the calendar year, count all full-time employees.
  2. For each month during the calendar year, count all hours worked by part-time employees and divide by 120.
  3. Add the number from line (1) to the number from line (2) and **divide by 12**.
  4. **Enter that number as a whole number below. This is your group's total FTEs for the appropriate calendar year.**

IMPORTANT: PLEASE COMPLETE ALL OF THE REQUIRED INFORMATION BELOW. A GROUP OR BROKER REPRESENTATIVE MUST SIGN THIS DOCUMENT TO ATTEST THAT THE INFORMATION IS CORRECT.

I am a duly authorized representative and confirm in writing that the information entered here is true, correct and complete to the best of my knowledge or belief. Signature ☐ By checking this box, I consent to use this as my electronic signature for this document.	Date

Print Name:	Print Title:
Group Name:	Group Number:

Total FTEs:	Calendar year (Example: 2025):	*FTE data must be calculated using employee count from the calendar year prior to your upcoming effective date.*

The **Internal Revenue Service** and **Federal Register** websites may be helpful to you. You should consult your tax or legal advisor if clarification/direction is needed.

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