

For brokers and producers only

Date: October 3, 2019

Market: **Group**

Reminder: Full-Time Equivalent Submission Form Required for Renewals

To comply with federal guidelines, the group size full-time equivalent (FTE) submission form must be completed and on file 45 days prior to a group's renewal. CareFirst BlueCross BlueShield and CareFirst BlueChoice, Inc. (CareFirst) use this data to determine the average of the total number of employees (not just covered employees) who worked for a company during the calendar year prior to the renewal date. This information allows us to provide the appropriate plans and corresponding rates. All employer groups* must submit the [FTE form](#) each year, including groups keeping the same plan(s). *Please note: Failing to provide this information may jeopardize a group's renewal.*

Groups should return the completed FTE form using one of the following methods:

- Log in to the [employer portal](#) and enter FTE data by clicking the *Full-Time Equivalent* link under "Quick Links"
- Email the form to MyGroupFTECount@CareFirst.com
- Fax the form directly to 443-753-2060
- Return the completed form to their broker

Brokers who receive the form can submit it on their group's behalf using one of these methods:

- Return the completed form to CareFirst with the group's renewal paperwork
- Log in to [broker portal](#) and enter the FTE data or upload the completed FTE form

For more information

If you have any questions, please contact your broker sales representative.

**Excludes ancillary-only groups and groups on the DC Health Link.*