

The purpose of this model notice is to provide language for FF-SHOP issuers to consider using when communicating with employers that (1) enrolled directly with issuers, agents, or brokers in FF-SHOP QHPs and SADPs in 2014 (2) that might have received a determination of eligibility from the FF-SHOP, and (3) that may renew participation in the FF-SHOP for 2015 coverage. Issuers should be aware that the FF-SHOP will also provide guidance to 2014 qualified employers and qualified employees regarding how they can renew FF-SHOP participation in 2014-2015. CCIIO does not consider this document to satisfy the form and manner described in the June 26, 2014 bulletin titled “Draft Standard Notices When Discontinuing or Renewing a Product in the Small Group Market or Individual Market” or the September 2, 2014 bulletin titled “Form and Manner of Notices When Discontinuing or Renewing a Product in the Group or Individual Market,” and therefore to comply with the issuer's obligation to provide notice of renewal/discontinuance pursuant to §147.106, the language in this notice would have to be used in conjunction with any forms of the notice otherwise permitted by applicable laws and regulations.

Model Notice for Issuers to Send Employers about Renewing FF-SHOP Participation in 2014-2015

[Company Contact First Name][Company Contact Last Name]
[Title]
[ABC Company]
[Business Address]
[City], [State] [ZIP]

[Date of Notice Generation]

Dear **[Company Contact First Name] [Company Contact Last Name]**,

[ABC Company] is currently enrolled in a **[Issuer Name]** Qualified Health Plan that is certified by the Federally-facilitated SHOP Health Insurance Marketplace (FF-SHOP).

As of **[Contract End Date]**, the plan year for (**[Plan Name]**), which is certified by the FF-SHOP, will end.

Beginning on November 15, 2014, all renewals of FF-SHOP participation must be submitted to the FF-SHOP through HealthCare.gov. Additional information about FF-SHOP renewals can be found here:

<https://www.healthcare.gov/small-businesses/provide-shop-coverage/renew-shop-employer-coverage/>

Participate in the FF-SHOP to Access the Small Business Health Care Tax Credit

For you to get the Small Business Health Care Tax Credit, your employees must be enrolled in coverage through a SHOP Marketplace. You must go to HealthCare.gov if you want to participate or renew your participation in the FF-SHOP in 2015. You can do so beginning on November 15, 2014. You may work with an FF-SHOP agent or broker to complete an FF-SHOP renewal or new group enrollment and may authorize that agent or broker to help with the management of your enrollment. To find an FF-SHOP agent or broker in your area, please click “Find a Broker” in the FF-SHOP application on HealthCare.gov.

Where can I get help?

For more information, or if you have any questions about this notice, contact [IssuerName] at [IssuerPhoneNumber]. For help with the FF-SHOP renewal or enrollment process, visit the FF-SHOP online at [HealthCare.gov/small-businesses](https://www.healthcare.gov/small-businesses). You may also contact the FF-SHOP Call Center at 1-800-706-7893 (TTY: 711) Monday-Friday 9-7pm ET to speak to a representative.

Thank you,

[IssuerName]