

VitalHealth

Giving the power of choice...
in medical. in vision. in dental. in life.

Are You Eligible?

- Your organization must be domiciled in the District of Columbia, Maryland or Virginia. Maryland organizations must have at least 50 employees to enroll in medical plans
- Your organization must have two W-2 employees working at least 20 hours per week to enroll in medical insurance. You can have one employee working at least 20 hours a week to enroll in vision, dental and life insurance
- Coverage must be offered to all benefit eligible employees
- Enrollment participation of at least 50% - If less, further review and additional documentation may be requested
- A minimum of two-employee enrollment required for Cigna medical plans
- Your organization must be an active Center member

VitalHealth benefit plan year is July 1 through June 30. We approve new members monthly with insurance being effective on the **1st of each month**.

The following documents must be submitted before final approval by the 10th day of the month to begin coverage on the 1st day of the next month.

- Group Participation Request form
- Online User Agreement form
- Enrollment or waiver forms for each employee – Enrollments can be uploaded electronically for organization with 30 or more employees.
- A copy of your most recent renewal (if applicable)
- Provide **one** of the following: most recent W3 report, most recent Quarterly Unemployment Report or most recent payroll report
- IRS Determination letter or Business Tax Registration Certificate

Do not terminate coverage under your current plan until you receive an approval notice from the management of the VitalHealth Program.