

## Premium Sponsorship Program Process

**Question:** What is the **Sponsorship Program**?

**Answer:**

The **Sponsorship Program** is for entities; tribes, non-profits, other organizations that want to pay for Qualified Health Plan (QHP) premiums on behalf of their tribal members or enrollees.

Click on the link below for a summary of the **Premium Sponsorship Program**.

<https://www.wahbexchange.org/partners/sponsors/>

**Question:** How do I sign up?

**Answer:**

- Request a sign-up packet;
- For tribal organizations: Deb Sosa 360.3688.1581 [deborah.sosa@wahexchange.org](mailto:deborah.sosa@wahexchange.org) or  
For non-tribal organizations: Paul Tucker 360.688.1513 [paul.tucker@wahbexchange.org](mailto:paul.tucker@wahbexchange.org)
- Complete Sponsorship Onboarding Checklist Steps 1- 6
- Checklist Step 6. Registration Process ;
  - Contact Deb Sosa or Monica chambers to arrange for required training.  
Required training can be completed by viewing a Sponsorship webinar.
  - Sign affidavit that the video has been viewed.
  - Submit a list of staff to be trained as navigator/ assisters, and have at least one staff certified and able to access the Health Plan Finder.
  - Submit a signed 2018 Sponsor Participation Agreement.

**Question:** How do I add or remove **Sponsorship** for a **Tribal or Community** member?

**Answer:**

- Enroll the **Tribal/Community** member in a plan.
- Email a request to add **Sponsorship** for the Tribal/Community member. Include the member Name, DOB and Application ID#.
- Send this as a **\*\*Secure\*\* email** to Paul Tucker [paul.tucker@wahbexchange.org](mailto:paul.tucker@wahbexchange.org).
- If you have multiple members to add or remove **Sponsorship**, list members on an Excel Spreadsheet. It is preferred to send spreadsheet weekly. Sample template available if needed. *Please note that if a member becomes ineligible for a QHP or eligible for Apple Health- Health Plan Finder plan disenrollment is automatic.*
- I will send email confirming members added or removed from Sponsorship.  
Call if you have any questions. (360)688-1513.

**Question:** How long does it take for member **Sponsorship Status** to show in the carrier system?

**Answer:**

- Allow 3-5 business days for this information to show in the Carrier/Insurer system.
- To verify current Enrollment Coverage, Invoicing and Billing status, make **direct contact** with the **Carrier/Insurer**.

**Question:** Whom do I contact at the exchange if I have any questions?

**Answer:**

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Monica Chambers 360.688.7777 [monica.chambers@wahbexchange.org](mailto:monica.chambers@wahbexchange.org)  
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