

**From:** Jennifer Davis court [<mailto:Jennifer.Davis court@molinahealthcare.com>]  
**Sent:** Monday, June 19, 2017 3:04 PM  
**To:**  
**Cc:**  
**Subject:** Molina Special Enrollment Period Process

Good Afternoon,

Recently, we have deployed a Special Enrollment Period (SEP) Verification for all individuals who apply for coverage with Molina outside of Open Enrollment. This means that applicants will have to supply supporting documentation to verify the Qualifying Life Event (QLE) that opened a SEP for them, before their enrollment with Molina becomes effective. Therefore, you will most likely start to see delays in new members' enrollments, as all members who require verification, will not become an effective Molina member until QLE documentation is verified.

The notice that all applicants will receive when they submit an application with Molina during SEP is attached. It outlines the appropriate document(s) that Molina will accept as verification for each specific QLE.

Considering that sponsors often work with individuals for all areas of enrollment, we have made the decision to allow sponsor groups to provide QLE documentation on behalf of applicants. All supporting QLE documentation must be received by Molina within 30 days of the date of the applicant's notice. We will not be providing the notice directly to the sponsor groups, much like how we do not send invoices directly to sponsor groups, but we will be able to accept QLE documentation from you through the following avenues:

- Email: [SpecialEnrollmentVerification@MolinaHealthcare.com](mailto:SpecialEnrollmentVerification@MolinaHealthcare.com)
- Fax: (844) 305-2342
- Mail: Molina Healthcare | Attention: Enrollment Growth | 650 Pine Avenue | Long Beach, CA 90802-9447

If you do a pre-verification for an individual before enrolling them in Healthplanfinder, you could then send Molina the appropriate documentation as you enroll them, through one of the methods above. However, if you do not do a pre-verification, you may work with the applicant to submit the required documents as their notice arrives.

Please let me know if you have any questions or if you would like to set up a meeting to talk through this new process.

Thank you!

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