

# Implementation Timeline

Gravie requests 90-day notice to implement new ICHRA groups

## Broker, employer & account manager



### Sales, AM & broker handoff call (90 days to effective date)

- Confirm status of contribution strategy
- Review client expectations, enrollment culture, broker players, special considerations
- **Employer provides current enrollment census with employee-level plan details**
- Gravie provides AOR form to employer



### Implement ICHRA with employer (75 days to effective date)

- Welcome call with employer's team
- Discuss group's timeline for kickoff and open enrollment
- Review application, enrollment and payment processes for employees, with attention to differences between Easy Enroll and Self-Enroll plans
- Complete preparation of the ICHRA Enrollment Guide for Employees and create a plan for distribution
- Employer signs and submits Qualifying Event document
- Employer provides up-to-date enrollment roster
- Gravie invoices the employer for First-Month Funding (pre-funding the employer's Gravie ICHRA account)



### Kickoff meeting with employees (60 days to effective date)

- Communicate upcoming open enrollment dates
- Set expectations for completing applications and setting up payments

## Employees, Gravie & carrier



### **Open Enrollment period** (60 days to effective date)

- Employees use Gravie's online portal to select a medical plan and enroll in their HRA. Employees who select a Self-Enroll plan will have additional steps to complete in order to fully enroll. Gravie Care is available to help throughout the process.
  - Employer reviews enrollment reports sent by Gravie Implementation Manager
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### **Gravie and carrier process payments** (30 days to effective date)

- Gravie sends funds to the carrier (or in the case of Medicare, the member) from the member's Gravie ICHRA account
- Implementation Manager facilitates transition to Account Manager and provides a final enrollment report for payroll deductions