



2024 Small Group Account Management Due Dates

Due Dates for: Renewal/ Effective Date	Plan Change at Renewal		Anniversary Date Change		Off-Cycle Plan Change	
	1 st of Month	15 th of Month	1 st of Month	15 th of Month	1 st of Month	15 th of Month
January	12/4/23	12/18/23	12/4/23	12/18/23	11/2/23	11/16/23
February	1/2/24	1/16/24	1/2/24	1/16/24	12/4/23	12/18/23
March	1/31/24	2/14/24	1/31/24	2/14/24	1/2/24	1/16/24
April	3/4/24	3/18/24	3/4/24	3/18/24	2/1/24	2/15/24
May	4/1/24	4/15/24	4/1/24	4/15/24	3/4/24	3/18/24
June	5/2/24	5/16/24	5/2/24	5/16/24	4/2/24	4/16/24
July	6/3/24	6/17/24	6/3/24	6/17/24	5/2/24	5/16/24
August	7/3/24	7/16/24	7/3/24	7/16/24	6/3/24	6/17/24
September	8/2/24	8/16/24	8/2/24	8/16/24	7/3/24	7/17/24
October	9/3/24	9/16/24	9/3/24	9/16/24	8/2/24	8/16/24
November	10/2/24	10/16/24	10/2/24	10/16/24	9/3/24	9/16/24
December	11/1/24	11/15/24	11/1/24	11/15/24	10/2/24	10/16/24

2024 Small Group Account Management

Off-Cycle Plan Changes

Current Plan Effective Date	New Effective Dates											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
January	●											
February		●										
March			●									
April				●								
May					●							
June						●						
July							●					
August								●				
September									●			
October										●		
November											●	
December												●

● Plan Change Allowed

● No Plan Change Allowed

● Anniversary Date



A Benefit Plan Selection (BPS) form is required for **off-cycle** plan changes. We must receive the BPS **60-days** before the requested effective date. If you have questions about deadlines, please email the Small Group Account Management team (ILSGAM) at ILSGAM@bcbsil.com or call us at **855-649-9653**.

Composite-rated groups can't make off-cycle plan changes. Instead, they have the option to request an **Anniversary Date (AD)** change. This will change their rates, plans, and renewal date. If a group requests an AD change, quoted composite rates are not final until we have processed their paperwork. This doesn't apply to groups that change to composite rates at the time of their renewal, or to groups that are only adding a dental plan off-cycle.



Questions? Reach us at 855-649-9653 or ILSGAM@bcbsil.com

All dates are subject to change. Please review *News from the Blues for ProducersSM* and renewal information for revisions. Use Off-Cycle Plan Change Chart to determine effective date eligibility.