

## **Enrollment Guidelines for the VACE /Northeast Delta Dental Program**

The following is the process each group must complete in order to be in the VACE/Northeast Delta Dental Plan.

- All groups must have membership in good standing with a chamber of commerce that is a member of the Vermont Association of Chamber of Commerce Executives.
- All businesses must be located physically in Vermont, however, employees from another state can elect coverage.
- The group must supply VACE with ONE of the following as proof of business.
  - Most recent Quarterly Wage Report that was submitted to the Vermont Department of Employment & Training
  - Schedule C or other tax return
  - Federal Tax forms which demonstrate bona fide self-employment

### **All information will be held in confidence.**

If above information is not available please contact VACE.

- Income Guidelines - To be in the VACE plan you must be a full time active business. Gross income must exceed premium amounts for a 12 month period.
- Employers need to complete the Enrollment application, including:
  - Business Information (address, contact person, phone number)
  - Choosing probationary period for new employees or rehires (length of time you want employee to wait before they are eligible for insurance)

Eligible Employees include the following:

- Employees working at least 17.5 hours per week or employers definition of full time.

Eligible Dependents include the following:

- Dependents:

Employees legal spouse

Children to age 19

Students to age 25

Any questions with enrollment can be answered at VACE (802) 229-2231 or you can e-mail us at [vacehealth@vtchamber.com](mailto:vacehealth@vtchamber.com).