



Silver State Health Insurance Exchange

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APPENDIX F – PAYMENTS FOR NAVIGATOR/IPA EEFs PENDING LICENSURE

Per NRS 695J.050 “Exchange enrollment facilitator (EEF)” defined. “Exchange enrollment facilitator” means a person certified pursuant to this chapter who is engaged in the business of facilitating enrollment in qualified health plans offered by the Exchange.

(Added to NRS by 2013, 3590)

NRS 695J.280 Engaging in business of an EEF without certificate prohibited; penalty.

1. No person may engage in the business of an EEF unless a certificate has been issued to the person by the Commissioner.
2. A person who violates subsection 1 is subject to an administrative fine of not more than \$1,000 for each act or violation. (Added to NRS by 2013, 3596)

Request for funds can be submitted for individuals who have been hired by an In Person Assister (IPA)/Navigator agency and are awaiting Division of Insurance (DOI) certification only in these instances. An individual must complete all of these steps in order to be considered for funds request reimbursement from the Exchange award.

Step 1 - Fingerprinting

Step 2 - AD Banker EEF Course completion with certificate

Step 3 - Pearson Vue State exam with original pass results

Step 4 - DOI completed application with submittal of all documents and fee

The four steps can be accomplished within a two –four week time period. Should an individual be hired at the beginning of the month, they will have until the end of the month to complete steps 1 through 4 and must send the Navigator Program Manager a receipt of the documents and a copy of these receipts shall be provided to the fiscal department when submitting monthly reports for reimbursement.

At this point, the individual will be eligible to receive funds from the Exchange award for any work related to the Exchange Navigator/IPA program.

NOTE: Should the DOI certification take longer than 60 days, a meeting will be placed with the employing agency, employee, and the Navigator Program Manager for further evaluation and/or exception. The employee can contact the DOI at any point for further information or instruction regarding the certification process.

An individual can attend enrollment, education, and or outreach events solely as training purposes while pending licensure to gain knowledge of the job. The individual may not have any communication with any consumer until fully certified and may not share any personal information heard from consumers.

(Note that “actively connecting” clients with other programs constitutes more than simply providing clients with telephone numbers).