<u>**Specimen Policy Count Report Instructions**</u>

**Purpose:**  To show the total number of policyholders for each policy form number and to help identify the number of employees with multiple policies.

See attached "**SPECIMEN COUNT**" report.
This spreadsheet is pre-coded with current vendor approved products and policy form numbers and **must** be used to complete the report by <u>entering the counts</u>.

Report must remain in the **exact** format as received in order to be accepted.

**<u>LaGov HCM Product/Code</u> (Pre-coded)**
This is a generic product name and a specific payroll system code assigned by OSUP.

**<u>Policy Form # from SED-2PID</u> (Pre-coded)**
This is your company's Policy Number/Name or Form Number/Name.

**<u>Number of Policyholders</u>**
- This is the total number of policies that the vendor reflects **in their system** as having been sold to employees (or payors) paid through the LaGov HCM payroll system.
- This report must **not** include policies on a spouse/dependent in the count unless the employee does not have a policy on themselves, and then the policy can only be counted once.
    - Riders must **not** be counted as products.  Only the product itself should be counted.
    - Counts must be derived from the approved policy form level. **Do not** count increases in additional coverage on an original policy as a separate policy.
    - Include in the participation count 1) all approved policies, and 2) all previously approved as payroll deducted but now non-solicited policies that still have active participants.
- This total will be compared to OSUP records.  OSUP will analyze the participation and adjust for the participants that the vendor indicates should not have a deduction as well as the participants that the vendor adds that did not have a deduction but the vendor indicates that they should.  These adjusted total product counts reported by you on the Employee Participation and Reconciliation report must equal the Specimen report.

**<u>Totals</u>**
Each Specimen Policy #/Name must have a total count of policies. The specimen policy counts should equal your participation counts with the exceptions noted below.

**<u>Multiple Policy Listing</u>**
If for some reason there are any differences between the Participation and Specimen reports, **they must be reported in a separate attachment/addendum to this report describing why there are differences**. Examples of a valid difference would be 1) if an employee has more than one policy form number (different policy form number) for the same product on themselves, or 2) if the employee is paying for a dependent/spouse policy form that is a different policy form number than the employees under the same product.
    - Example:  Employee has a UL policy form X and employee is also paying for UL policy form Y for spouse and a policy form Y for child.  Only the employee would be reflected on the participation = 1 and the policies on the specimen would be a total of 2, which is a difference of 1 multiple.
    - Descriptions on this difference/multiple policy report must include employee name, last four digits of social security number, agency number and policy form number for related product.