STATE OF TENNESSEE GROUP INSURANCE PROGRAM

ENROLLMENT & SPECIAL QUALIFYING EVENT CHANGE APPLICATION

State of Tennessee • Department of Finance and Administration • Benefits Administration
312 Rosa L. Parks Avenue, 19th Floor • Nashville, TN 37243 • 800.253.9981 • fax 615.741.8196

PARTNERS FOR HEALTH

PART 1: ACTION REQUESTED

TYPE OF ACTION

❑ Add coverage
❑ Add coverage & change benefit election
❑ Annual Enrollment Revision

COVERAGE

❑ Health ❑ Dental
❑ Vision ❑ Disability

PARTICIPANTS AFFECTED

❑ Employee ❑ Spouse
❑ Child(ren) (complete Part 3)

REASON FOR THIS ACTION

❑ Properly served National Medical Support Notice
❑ Annual Enrollment Revision
❑ Qualifying enrollment event (select one & provide documentation):
____ **Acquisition of new dependent** due to:
❑ Marriage ❑ Legal Guardianship ❑ Newborn ❑ Adoption
____ **Loss of eligibility for other group coverage/TennCare/CHIP**
____ **New eligibility for premium subsidy**

PART 2: EMPLOYEE INFORMATION

FIRST NAME	MI	LAST NAME	DATE OF BIRTH	GENDER ❑ M ❑ F	MARITAL STATUS ❑ Single ❑ Married ❑ Divorced ❑ Widowed

SOCIAL SECURITY NUMBER	EMPLOYING AGENCY	EMPLOYER GROUP: ❑ HED ❑ State ❑ Local Ed ❑ Local Gov	CURRENT STATUS ❑ Active ❑ COBRA

HOME ADDRESS ❑ UPDATE MY ADDRESS	CITY	ST	ZIP CODE	COUNTY

PART 3: SPOUSE/CHILD(REN) TO BE ADDED — ATTACH A SEPARATE SHEET IF NECESSARY

(Check Health, Dental, Vision boxes below for coverage requested)

NAME (FIRST MI LAST)	DATE OF BIRTH	RELATIONSHIP	GENDER	ACQUIRE DATE	SOCIAL SECURITY NUMBER	HEALTH	DENTAL	VISION
			❑ M ❑ F			❑	❑	❑
			❑ M ❑ F			❑	❑	❑
			❑ M ❑ F			❑	❑	❑

❑ **A separate sheet with more dependents is attached**

PART 4: HEALTH INSURANCE

SELECT A HEALTH COVERAGE OPTION

❑ Premier PPO ❑ Standard PPO
❑ CDHP/HSA (HED or state only)
State HSA participants, enter **annual** contribution: $_____
❑ Limited PPO (Local Ed & Local Gov Only)
❑ Local CDHP/HSA (Local Ed & Local Gov Only)
❑ Decline Health Insurance

SELECT A CARRIER & NETWORK

❑ BCBS Network S
❑ BCBS Network P*
❑ Cigna LocalPlus
❑ Cigna Open Access*
*higher premium applies

SELECT A HEALTH PREMIUM LEVEL

❑ Employee only
❑ Employee + child(ren)
❑ Employee + spouse
❑ Employee + spouse + child(ren)

PART 5: DENTAL INSURANCE

SELECT A DENTAL PLAN

❑ MetLife DPPO
❑ Cigna DHMO (Prepaid Provider)
❑ Decline Dental Insurance

SELECT A DENTAL PREMIUM LEVEL

❑ Employee only
❑ Employee + child(ren)
❑ Employee + spouse
❑ Employee + spouse + child(ren)

PART 6: VISION INSURANCE

SELECT A VISION PLAN

❑ Basic Plan
❑ Expanded Plan
❑ Decline Vision Insurance

SELECT A VISION PREMIUM LEVEL

❑ Employee only
❑ Employee + child(ren)
❑ Employee + spouse
❑ Employee + spouse + child(ren)

PART 7: DISABILITY INSURANCE (ST/UT/TBR)

SHORT TERM DISABILITY

❑ 60% with 14-day Elimination Period
❑ 60% with 30-day Elimination Period
❑ Decline Short Term Disability insurance

LONG TERM DISABILITY

❑ Employer-paid DEFAULT STATE/HE 63% with 90-day Elimination Period
❑ Employee-paid 60% with 90-day Elimination Period
❑ Employee-paid 60% with 180-day Elimination Period
❑ Employee-paid 63% with 180-day Elimination Period

PART 8: EMPLOYEE AUTHORIZATION

❑ I confirm that the information above is true. I understand my health, dental, and vision selections may not be changed until the end of the applicable plan year, and that I cannot change insurance plans or carriers during the plan year unless I experience a qualifying event. If I am a state employee, I further agree that my share of premiums for the coverages selected above will be deducted from my pay on a pre-tax basis. I understand that it is my responsibility to notify my agency benefits coordinator if any of my dependents lose eligibility, and I understand that I will be held responsible for any claims paid in error if I fail to notify.

EMPLOYEE SIGNATURE	DATE	PHONE (REQUIRED)	EMAIL ADDRESS (REQUIRED)

PART 9: AGENCY SECTION — RETURN THIS FORM TO YOUR AGENCY BENEFITS COORDINATOR

ORIGINAL HIRE DATE	COVERAGE BEGIN DATE	POSITION NUMBER	EDISON ID	NOTES TO BENEFITS ADMINISTRATION
AGENCY BENEFITS COORDINATOR SIGNATURE			DATE	❑ PPACA Eligible ❑ 1450 Eligible

SQE ENROLLMENT CHANGES

DEADLINES, EFFECTIVE DATES AND REQUIRED DOCUMENTATION

PARTNERS FOR HEALTH

1. LOSS OF ELIGIBILITY		
Loss of Eligibility under another group insurance plan for any reason (including divorce, death of spouse, involuntary loss of other government coverage)	• Only the employee and any dependents who have lost or will lose eligibility may enroll. Individuals who lose other coverage may only enroll in the types of coverage lost (medical/medical; dental/dental; vision/vision). A voluntary action that results in loss of coverage is NOT a qualifying event, including a voluntary cancellation of coverage, a cancellation of coverage for not paying premiums, or electing to cancel, waive, or decline coverage during another plan's enrollment period. • If adding dependents to existing health insurance coverage, you and your dependents may transfer to a different carrier or healthcare option, if eligible • **Documentation shown in this section AND section 2 below must be submitted with your application for all dependents being added to a plan.**	**Deadline:** Application for enrollment with required documentation must be received by the ABC or BA within 60 days of the loss of eligibility. **Effective date:** First day of the month after a completed application with documentation is received by the ABC or BA. **Documentation required:** Written documentation from an employer, former employer, insurance company, or former insurance company on company letterhead that lists (1) names of covered participants; (2) dates of coverage including your coverage at the time coverage in this plan was declined; (3) types of coverage (medical, dental, vision); (4) each participant that lost eligibility for coverage; (5) the date of loss of eligibility to continue coverage, and (6) the reason why eligibility for coverage was lost
2. ACQUISITION OF NEW DEPENDENT		
• Spouse or Stepchild by Marriage	• The employee may enroll in employee only or family coverage. • The employee may add new dependent and any eligible dependents who were not enrolled when initially eligible and are still eligible. • If adding dependents to existing health insurance coverage, you and your dependents may transfer to a different carrier or healthcare option, if eligible. • HOC and eligible dependents may enroll in dental and vision coverage if the requirements stated in the dental or vision certificates of coverage are met.	**Deadline:** Application for enrollment with required documentation* must be received by the ABC or BA within 60 days of the date of acquisition (the date of acquisition is the date of the marriage or the date of the placement order). **Effective date:** First day of the month after a completed application with documentation is received by the ABC or BA. **Documentation required:** 1. Marriage Certificate 2. Birth Certificate (will accept mother's copy for newborn) 3. Order of Guardianship requiring financial support and provision of insurance coverage, which sets out the date of the guardianship period
• By Order of Guardianship	• No employee-only coverage is permitted. • All change requests due to an Order of Guardianship must arise out of and correspond with the terms of the guardianship order. • HOC and eligible dependents may enroll in dental and vision coverage if the requirements stated in the dental or vision certificates of coverage are met.	
• By Birth, Adoption, or Placement for Adoption	• Enrollment should be completed and submitted to the ABC or BA within 30 days to ensure the earliest possible effective date. • The employee may enroll in employee only or family coverage. • The employee may add the new dependent and any other eligible dependents who were not enrolled when initially eligible and are otherwise still eligible. • If dependents are added to existing health insurance coverage, HOC and eligible dependents may transfer to a different carrier or healthcare option, if eligible. • HOC and eligible dependents may additionally enroll in dental and vision coverage if the requirements stated in the dental or vision certificates of coverage are met (no retroactive coverage is available for dental and vision).	**Deadline:** Application for enrollment with required documentation* must be received by the ABC or BA **within 30 days** of the birth, adoption, or placement of adoption for retroactive health insurance coverage (with an **effective date** of the date of birth, adoption, or placement for adoption). Other coverage (dental/vision) will begin the first day of the month following the enrollment request. An application with required documentation* that is **received by the ABC or BA 31 to 60 days** after the birth, adoption, or placement for adoption will result in an effective date of the first day of the following month. **Documentation required:** 1. Birth Certificate (will accept mother's copy for newborn) 2. Final Order of Adoption or Order of Custody in anticipation of adoption
Examples of deadlines and effective dates for new dependents (assuming that all eligibility requirements are met and all required documentation is submitted with application)		
	Marriage June 15	**Birth, Adoption,** or **Placement for Adoption** June 15
Within 30 days	If Enrollment is submitted to BA on June 25 (within 30 days of marriage): All coverage will begin July 1, first day of the month following submission of completed application	If Enrollment is submitted to BA on June 25 (within 30 days of birth): Health insurance will be retroactive to June 15, date of birth All other coverage (dental/vision) will begin July 1, first day of the month following submission of completed application
31-60 days	If Enrollment is submitted to BA on August 14 (60 days after marriage): All coverage will begin September 1, first day of the month following submission of completed application	If Enrollment is submitted to BA on July 16 (31 days after birth): All coverage will begin August 1, first day of the month following submission of completed application If Enrollment is submitted to BA on August 14 (60 days after birth): All coverage will begin September 1, first day of the month following submission of completed application
After 60 days	An Enrollment submitted on or after August 15 (61 days after event) will exceed the 60-day enrollment period, and the request will be denied.	
3. NEW ELIGIBILITY FOR PREMIUM SUBSIDY		
An employee and any dependents newly eligible for a premium subsidy through a CHIP or Medicaid program may enroll in health insurance coverage midyear. The application for enrollment with documentation must be received by the ABC or BA within 60 days of the new eligibility.		

* Required documentation for adding new dependents may be submitted up to 10 days after the applicable enrollment deadline.