



2018-19 Plan Year  
Paper Submission Enrollment

# Three Steps to Enroll

**1** Choose your health plan

**2** Complete an *Enrollment Changes and Declination Form*  
Available online or from your Benefits Administrator

**3** Sign, date and submit form to your Benefits Administrator

# Annual enrollment



- Enrollment Period for 2018-2019 Plan Year:  
July 1– Aug. 24 (Annual Enrollment)
- Use the Enrollment Guide and Provider Directories to pick a plan and coverage that is right for you
- Your current plan election will carry forward to the new plan year (Sept. 1, 2018 to Aug. 31, 2019). You do not have to actively enroll for coverage this year.
- Premium adjusted to reflect any rate change, effective Sept. 1

# Enrollment Changes and Declination Form



Complete the enrollment process by using the *Enrollment Changes and Declination Form*.

## **If you are a new enrollee:**

- Enter all the requested information for you and any dependents you want to cover
- Choose coverage that is good for you
- Sign the *Enrollment Changes and Declination Form*
- Return the form to your Benefits Administrator

## **If you are an existing employee:**

- Select a different TRS-ActiveCare plan option
- Add or drop dependents
- Cancel and/or decline coverage (cancellations and declinations must be completed on two separate forms)
- Update name, address or any other demographic information
- Sign the *Enrollment Changes and Declination Form*
- Return the form to your Benefits Administrator

# Enrolling for the first time



## Enrolling for the first time:

- Forms are due to the Benefits Administrator before:
  - The end of the plan enrollment period, or
  - 31 calendar days after your actively-at-work date, or
  - 31 calendar days after a special enrollment event
- New hires may choose their effective date of coverage
  - Actively-at-work date, or
  - First of the month following their actively-at-work date

**Full premium for the month will be due if choosing actively-at-work date;  
premiums are not pro-rated**

# Making changes/special enrollment events



**Enrollees may be able to enroll for coverage, change plan options or change the dependents covered during the plan year within 31 days after a special enrollment event occurs**

- New dependent
  - Marriage, birth, adoption or placement for adoption
  - Special rules apply to newborns
- Loss of other coverage

**Changing districts/entities is not considered a special enrollment event.**

# Newborn coverage

- Covered first 31 days, if you have coverage
  - Does not apply to newborn grandchildren
- You must add newborn within 31 days after the newborn's date of birth
- Plan changes must be made within 31 days after the newborn's date of birth
- Not necessary to wait for newborn's Social Security number (SSN)
  - Submit application without SSN to enroll
  - Re-submit another form after SSN is issued



# Dependent disability process

## Dependent Child's Statement of Disability:

- A letter will be sent to the employee advising the loss of coverage for the dependent on their birthday unless they provide details of their disability
- Employee completes the *Request for Continuation of Coverage for Disabled Child* form and requests physician to complete the Attending Physicians Form
- Completed forms are to be faxed or mailed along with any supporting documentation the physician includes for review. Fax # /address for submission are noted on the forms.

If notification from Aetna is not provided advising *Approval of Disability*, the dependent's enrollment will be terminated on the last day of the month in which the 26<sup>th</sup> birthday occurs.