



## Special Enrollment Rights Guidelines Work Instruction (BEN-W001)

### 1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Risk Management Office handles special enrollment of employees or dependents for processing at the Washoe County School District.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 Risk Manager

### 3.0 APPROVAL AUTHORITY:

- 3.1 Benefits Coordinator

*(Approval signature on file)*

### 4.0 DEFINITIONS:

- 4.1 PPO –Preferred Provider Option
- 4.2 EPO – Exclusive Provider Option
- 4.3 WCSD - Washoe County School District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.0 PROCEDURE:

#### Initial Declination Due to Other Coverage

- 5.1 If an employee declined coverage in the Washoe County School District (WCSD) Group Health Plans (PPO/EPO) when first eligible and now wishes to enroll for coverage, the following must be adhered to:
  - 5.1.1 Check to see that other coverage was in place for the employee at the time they were offered WCSD coverage.
    - 5.1.1.1 If not see step 5.2 below.
  - 5.1.2 Check if the other coverage was ended due to an event listed as follows:
    - 5.1.2.1 Legal separation
    - 5.1.2.2 Divorce
    - 5.1.2.3 Death
    - 5.1.2.4 Expiration of Cobra
    - 5.1.2.5 Termination of employment
    - 5.1.2.6 Reduction in the number of hours of employment
    - 5.1.2.7 Employer contribution toward coverage was terminated.

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5.1.2.8 Change in residence

5.1.3 Check for the date of termination of the other coverage.

5.1.4 Check to be sure plan enrollment is within 30 days of termination of the other coverage. Assure that this time period is observed.

### **Entitlement Due to Acquiring New Dependents**

5.2 If an employee declined coverage in the WCSD Group Health Plans when first eligible and now wishes coverage and has acquired one or more eligible dependents, the following must be adhered to

5.2.1 Check to see if the dependents are eligible due to marriage, birth, adoption, or adoption/placement.

5.2.2 Check for marriage certificate, adoption papers, or birth certificate and obtain copy of appropriate document.

5.2.3 Check for the date of the qualifying event.

5.2.4 Check to be sure plan enrollment is within 30 days of having acquired dependents.

5.3 Refer to Dependent Change Addition / Deletion Procedure (BEN-P022)

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Dependent Change Addition / Deletion – BEN-P022

6.2 Benefits for New Hire – BEN-P004

### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Legal Separation Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office
Divorce Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office
Death Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office
Expiration of Cobra Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office
Termination of Employment Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office

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Reduction of Employment Hours Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office
Employer Contribution Cancellation Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office
Change of Residency Certificate	Risk Management Office Files	99 years	Discard as desired	Locked Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial release
05/04/09	B	3.1 replaced "Risk Management Senior Technician" with "Benefits Coordinator."

**\*\*\* End of work instruction \*\*\***