

EMPLOYEE BENEFITS
MID-YEAR QUALIFYING EVENT CHANGES
(Revised 09/01/2016)

The Change or Enrollment **MUST** be entered on the TCG Online Benefits System **NO LATER THAN 31 DAYS** after the qualifying event date. All required documentation (see below) of the qualifying event **MUST** also be submitted to the **Insurance Department at ISC-North, Suite 335 within the 31 days of the event. Forms may be sent by FAX to 281-807-8652, emailed to your benefits specialist, sent thru inter-school mail, or dropped off. If in doubt as to what type of documentation is required, call the Insurance Department.**

Employees whose last name begins with A – K, call Laura Unger at (281) 897-4138
Employees whose last name begins with L – Z, call Robin Rubalcava at (281) 897-4747

TCG Online Benefit Enrollment System: <http://BenefitSolver.TCGServices.com>

TERMINATION OF COVERAGE NOTICE:

TRS-ActiveCare plans through Aetna, Scott & White, and FirstCare HMOs **will not permit retroactive voluntary termination dates.** Although you have 31 days from the qualifying event to present your change documents, all voluntary terminations will be effective on the last day of the month **following the Insurance Department's receipt of your written documentation.**

Your spouse's Annual Enrollment is a qualified event for you to make election changes to your CFISD benefits. You will be able to **enroll** in the District's plan mid-year if your spouse's plan declares you **ineligible** for their plan because you are a working spouse with coverage available through your own employer.

MEDICAL INSURANCE ENROLLMENT NOTICE:

If you are enrolling in TRS-ACTIVECARE medical insurance because you have recently lost coverage through another plan you must submit the following within 31 days of your loss of that coverage:

Your HIPAA Certificate of Creditable Coverage (COCC) (required to be sent to you by your former insurer within 15 days of your termination of coverage.) The certificate must also include the enrollment history of all dependents for whom you are requesting coverage. We cannot process your enrollment without receipt of your and your dependents' COCCs.

DENTAL AND VISION and Other Optional Insurance Plan Changes:

You must change your dental and vision on the TCG Online Benefits Enrollment System. Requesting a change to your **MEDICAL INSURANCE** coverage **DOES NOT AUTOMATICALLY** authorize a corresponding change to your other optional benefits. The effective date of change in coverage will be the first or last day of the month following the Insurance Department's receipt of your change form(s) and qualifying event documentations, depending on the change you wish to make.