



STATE OF TENNESSEE GROUP INSURANCE PROGRAM

ENROLLMENT 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



PART 1: ACTION REQUESTED — PLEASE SEE PAGE 4 FOR INSTRUCTIONS

Form with columns: TYPE OF ACTION, COVERAGE, PARTICIPANTS AFFECTED, REASON FOR THIS ACTION, Life Event, Special Enrollment. Includes checkboxes for Add/Change coverage, Health/Dental/Vision/Disability, Employee/Spouse/Child, New Hire/Court Order/Other, Marriage/Newborn/Legal Guardianship/Adoption, Death/Divorce/Loss of Eligibility.

PART 2: EMPLOYEE INFORMATION

Form with fields: FIRST NAME, MI, LAST NAME, DATE OF BIRTH, GENDER, MARITAL STATUS, SOCIAL SECURITY NUMBER, EMPLOYING AGENCY, EMPLOYER GROUP, YOUR CURRENT STATUS, HOME ADDRESS, CITY, ST, ZIP CODE, COUNTY.

PART 3: HEALTH COVERAGE SELECTION — CHOOSE CAREFULLY. EXCEPT FOR QUALIFYING EVENTS, CHANGES ARE NOT ALLOWED OUTSIDE THIS PLAN'S ANNUAL ENROLLMENT.

Form with columns: SELECT AN OPTION, LOCAL ED & GOV ONLY MAY ALSO CHOOSE, EMPLOYEE HSA CONTRIBUTION, SELECT A CARRIER, REGION WHERE YOU LIVE OR WORK, SELECT A HEALTH PREMIUM LEVEL.

PART 4: DENTAL COVERAGE SELECTION

Form with columns: SELECT A PLAN, SELECT A DENTAL PREMIUM LEVEL.

PART 5: VISION COVERAGE SELECTION

Form with columns: SELECT A PLAN, SELECT A VISION PREMIUM LEVEL.

PART 6: DISABILITY SELECTION (ST/UT/TBR)

Form with columns: SHORT TERM DISABILITY, LONG TERM DISABILITY (ST ONLY).

PART 7: DEPENDENT INFORMATION — ATTACH A SEPARATE SHEET IF NECESSARY

Table with columns: NAME (FIRST, MI, LAST), DATE OF BIRTH, RELATIONSHIP, GENDER, ACQUIRE DATE *, SOCIAL SECURITY NUMBER, HEALTH, DENTAL, VISION.

*The acquire date is the date of marriage, birth, adoption or guardianship. Proof of a dependent's eligibility must be submitted with this application for all new dependents (see page 2). A separate sheet with more dependents is attached

PART 8: EMPLOYEE AUTHORIZATION

Form with checkboxes for Accept and Refuse, followed by explanatory text regarding insurance eligibility and consequences.

Form with fields: EMPLOYEE SIGNATURE, DATE, HOME PHONE (REQUIRED), EMAIL ADDRESS (REQUIRED).

AGENCY SECTION — RETURN THIS FORM TO YOUR AGENCY BENEFITS COORDINATOR

Form with fields: ORIGINAL HIRE DATE, COVERAGE BEGIN DATE, POSITION NUMBER, EDISON ID, NOTES TO BENEFITS ADMINISTRATION, AGENCY BENEFITS COORDINATOR SIGNATURE, DATE, PPACA Eligible, 1450 Eligible.

Active employees should return this completed form to your agency benefits coordinator. COBRA participants should send to Benefits Administration.

Dependent Eligibility Definitions and Required Documents

TYPE OF DEPENDENT	DEFINITION	REQUIRED DOCUMENT(S) FOR VERIFICATION
Spouse	A person to whom the participant is legally married	<p>You will need to provide a document proving marital relationship AND one document from the additional documents list below:</p> <p>Proof of Marital Relationship</p> <ul style="list-style-type: none"> • Government issued marriage certificate or license • Naturalization papers indicating marital status <p>Additional Documents</p> <ul style="list-style-type: none"> • Bank Statement issued within the last six months with both names; or • Mortgage Statement issued within the last six months with both names; or • Residential Lease Agreement within the current terms with both names; or • Credit Card Statement issued within the last six months with both names; or • Property Tax Statement issued within the last 12 months with both names; or • The first page of most recent Federal Tax Return filed showing “married filing jointly” or “married filing separately” with the name of the spouse provided thereon, submit page 1 of the return with the income figures blacked out <p>If just married in the previous 12 months, only a marriage certificate is needed for proof of eligibility</p>
Natural (biological) child under age 26	A natural (biological) child	<p>The child’s birth certificate; or</p> <p>Certificate of Report of Birth (DS-1350); or</p> <p>Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240); or</p> <p>Certification of Birth Abroad (FS-545)</p>
Adopted child under age 26	A child the participant has adopted or is in the process of legally adopting	<p>Final court order granting adoption; or</p> <p>International adoption papers from country of adoption; or</p> <p>Court order placing child in custody of member for purpose of adoption</p>
Child for whom the participant is legal guardian	A child for whom the participant is the legal guardian	Court order making member a guardian of another and stating the length of the guardianship
Stepchild under age 26	A stepchild	Verification of marriage between employee and spouse (as outlined above) and birth certificate of the child showing the relationship to the spouse, or documents determined by BA to be the legal equivalent
Child for whom the plan has received a qualified medical child support order	A child who is named as an alternate recipient with respect to the participant under a qualified medical child support order (QMCSO)	<p>Court documents signed by a judge; or</p> <p>Medical support orders issued by a state agency</p>
Disabled dependent	A dependent of any age (who falls under one of the categories previously listed) and due to a mental or physical disability, is unable to earn a living. The dependent’s disability must have begun before age 26 and while covered under a state-sponsored plan.	<p>Certificate of Incapacitation for Dependent Child form must be submitted prior to the dependent’s 26th birthday.</p> <p>The insurance carrier will review the form, make a determination, and provide BA with documentation once a determination has been made. If approved for incapacity, the child will continue the same coverage.</p>

Revised 7/20

Never send original documents. Please mark out or black out any social security numbers and any personal financial information on the copies of your documents BEFORE you return them.

NAME	EDISON ID	OR	SSN
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Special Enrollment Qualifying Events

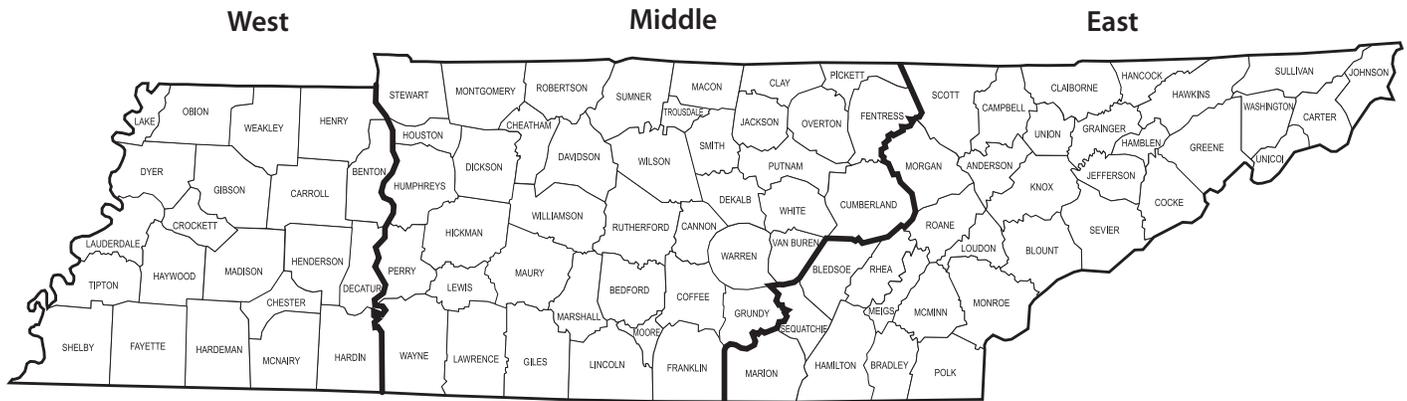
The federal law, Health Insurance Portability and Accountability Act (HIPAA), allows you and your dependents to enroll in health coverage under certain conditions, including acquiring new dependents and loss of health coverage offered through your spouse's or ex-spouse's employer. If you are adding dependents to your **existing** coverage, you and your dependents may transfer to a different carrier or healthcare option, if eligible. You or your dependents may also be eligible to enroll in dental and vision coverage when dental and vision coverage is lost with another employer. Premiums are not prorated. If approved, you must pay premium for the entire month in which the effective date occurs.

INSTRUCTIONS: Identify the qualifying event(s) which apply to you and/or your eligible dependent(s). You must submit this page with the appropriate required documentation, proof of prior coverage and a completed enrollment application.

NOTE: Application for enrollment must be made within 60 days of the loss of insurance coverage or within 60 days of a new dependent's acquire date. Voluntary actions resulting in loss of coverage (such as voluntary cancellation of coverage and cancellation for not paying premiums) ARE NOT qualifying events. Electing to cancel, waive or decline coverage during another plan's enrollment period IS NOT a qualifying event.

QUALIFYING EVENT	DOCUMENTATION REQUIRED	EFFECTIVE DATE
<input type="checkbox"/> Death of spouse or ex-spouse	Copy of death certification and written documentation from the employer on company letterhead providing names of covered participants and date coverage ended	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Divorce	Copy of the signed divorce decree and written documentation from the employer on company letterhead providing names of covered participants, date coverage ended and what coverage was lost (i.e., medical, dental, vision)	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Legal separation	Copy of the agreed order of legal separation and written documentation from the employer on company letterhead providing names of covered participants, date coverage ended, reason why coverage ended and what coverage was lost (i.e., medical, dental, vision)	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Loss of eligibility (does not include a loss due to failure to pay premiums or termination of coverage for cause)	Written documentation from the employer or the insurance company on company letterhead providing the names of covered participants, date coverage ended, reason for the loss of eligibility and what coverage was lost (i.e., medical, dental, vision)	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Loss of coverage due to exhausting lifetime benefit maximum	Written documentation from the insurance company on company letterhead providing the names of covered participants, date coverage ended, stating that the lifetime maximum has been met and what coverage was lost (i.e., medical, dental, vision)	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Loss of TennCare (does not include a loss due to failure to pay premiums)	Written documentation from TennCare providing the names of covered participants, date coverage ended and the reason why coverage ended	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Termination of spouse's or ex-spouse's employment (voluntary and non-voluntary)	Written documentation from the employer on company letterhead providing names of covered participants, date coverage ended, reason why coverage ended and what coverage was lost (i.e., medical, dental, vision)	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Employer eliminated contribution to spouse's, ex-spouse's or dependent's insurance coverage (total contribution, not partial)	Written documentation from the employer on company letterhead providing names of covered participants, date contribution amount changed, date coverage ended and what coverage was lost (i.e., medical, dental, vision)	Day after loss of coverage OR first day of the month following loss of other coverage
<input type="checkbox"/> Spouse's or ex-spouse's work hours reduced causing loss of eligibility for insurance coverage	Written documentation from the employer on company letterhead providing names of covered participants, date coverage ended, reason why coverage ended and what coverage was lost (i.e., medical, dental, vision)	Day after loss of coverage OR first day of the month following loss of other coverage
When a new dependent is acquired, a non-covered employee may use the event to enroll in employee only or family coverage. If the employee is already enrolled, they may add the new dependent and previously eligible dependents (those who were not enrolled when initially eligible and are otherwise still eligible). Required documentation is listed below. Employees only requesting to add a new dependent should follow regular enrollment procedures.		
<input type="checkbox"/> Acquires a new dependent — spouse	Copy of marriage certificate	Date of marriage OR first day of the month following marriage
<input type="checkbox"/> Acquires a new dependent — newborn	Copy of birth certificate for newborn	Date of birth
<input type="checkbox"/> Acquires a new dependent — adoption/ legal custody	Copy of adoption documents	Date of adoption or legal custody

Counties and Regions For Health Plans



Active employees can select the region where they either live or work. COBRA participants must select the region where they live.

Out of state residents: If you do not live in Tennessee, you will be eligible to enroll in the middle region options.

INSTRUCTIONS

Please complete the entire form and do not leave anything blank. Leaving a section blank can cause a delay in processing your request.

To add or change health, dental or vision coverage during the annual enrollment period, follow these instructions for each section in Part 1:

TYPE OF ACTION — mark the box indicating that you want to add or change coverage

COVERAGE AFFECTED — mark all that apply

PARTICIPANTS AFFECTED — mark all that apply

REASON FOR THIS ACTION — indicate reason for action – if making changes during annual enrollment period mark “Other” and write in AEP

Please make sure the rest of the form is filled out completely and be sure to sign and date the form. If you are an active employee, return your completed form to your agency benefits coordinator.

Anti-Discrimination and Civil Rights Compliance

Benefits Administration does not support any practice that excludes participation in programs or denies the benefits of such programs on the basis of race, color, national origin, sex, age or disability in its health programs and activities. If you have a complaint regarding discrimination, please call 615-532-9617.

If you think you have been treated in a different way for these reasons, please mail this information to the Civil Rights Coordinator for the Department of Finance and Administration:

- Your name, address and phone number. You must sign your name. (If you write for someone else, include your name, address, phone number and how you are related to that person, for instance wife, lawyer or friend.)
- The name and address of the program you think treated you in a different way.
- How, why and when you think you were treated in a different way.
- Any other key details.

Mail to: State of Tennessee, Civil Rights Coordinator, Department of Finance and Administration, Office of General Counsel, 20th Floor, 312 Rosa L. Parks Avenue, William R. Snodgrass Tennessee Tower, Nashville, TN 37243.

Need free language help? Have a disability and need free help or an auxiliary aid or service, for instance Braille or large print? Please call 615-532-9617.

You may also contact the: U.S. Department of Health & Human Services – Region IV Office for Civil Rights, Sam Nunn Atlanta Federal Center, Suite 16T70, 61 Forsyth Street, SW, Atlanta, Georgia 30303-8909 or 1-800-368-1019 or TTY/TDD at 1-800-537-7697 **OR** U. S. Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, 810 7th Street, NW, Washington, DC 20531 **OR** Tennessee Human Rights Commission, 312 Rosa Parks Avenue, 23rd Floor, William R. Snodgrass Tennessee Tower, Nashville, TN 37243.

If you speak a language other than English, help in your language is available for free.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-866-576-0029 (TTY: 1-800-848-0298).

مصلح فتهاه - (800-848-0298) 1. مقرب لصلتا. ناجم اب كل رفاوتت ذى وغلل ادعاسم الامدخ نإف، دغلل ركذا ثدحتت تنك اذا: دظوح لم - (576-0029- مقدر) 866
مكبل او

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電1-866-576-0029 (TTY:1-800-848-0298)。

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-866-576-0029 (TTY:1-800-848-0298).

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-866-576-0029 (TTY: 1-800-848-0298) 번으로 전화해 주십시오.

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-866-576-0029 (ATS : 1-800-848-0298).

Ni songen mwohmw ohte, komw pahp sohte anahne kawehwe mesen nting me koatoantoal kan ahpw wasa me ntingie [Lokaiahn Pohnpei] komw kalangan oh ntingidieng ni lokaiahn Pohnpei. Call 1-866-576-0029 (TTY: 1-800-848-0298).

ማስታወሻ: የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች: በነጻ ሊያግዝዎት ተዘጋጅተዋል: ወደ ሚከተለው ቁጥር ይደውሉ 1-866-576-0029 (መስማት ለተሳናቸው: 1-800-848-0298).

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-866-576-0029 (TTY: 1-800-848-0298).

સુચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. ફોન કરો 1-866-576-0029 (TTY:1-800-848-0298)

注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-866-576-0029 (TTY:1-800-848-0298) まで、お電話にてご連絡ください。

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-866-576-0029 (TTY: 1-800-848-0298).

ध्यान दे: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-866-576-0029 (TTY: 1-800-848-0298) पर कॉल करें।

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-866-576-0029 (телетайп: 1-800-848-0298).

اب دشا ب م مهارف (866-576-0029 (TTY: 1-800-848-0298) امش ى ارب ناگى ار تروصب ى نابز تالى هست، دى نك ى م وگتفگ ى سراف نابز هب رگا: هجوت
دى رى گب سامت