Important Dates to Remember

These events may impact your medical, dental, life and disability insurance coverages!

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Marriage
Notify your employer within 31 days of the event date in order to cover your new spouse on the wedding date. Your employer may require a copy of the marriage license.

Child's Birth/Adoption
Notify your employer within 31 days of the birth or adoption since coverage is not automatically instituted by the hospital stay of the mother. Your employer may require a copy of the birth certificate or adoption order.

Last Day of Work
If eligible, you may be able to continue your inforce group and voluntary coverages. Confirm if your coverage ends on the day of termination or on the last day of that month.

Divorce
Notify your employer of the change and any updated life insurance beneficiary information within 31 days of the divorce being final.

Moving Day
Always make sure your employer and your insurance carriers have an up-to-date address. You can update your address either with a paper form or through a carrier website.

First Day of Work
You must apply for your employee benefits within a specified period set by your employer. See your employer about the process, paperwork and timing.

Dependent Status Change
Coverage is available for eligible dependents up to age 26. Once a covered dependent reaches age 26 see your Human Resources department for details about continuing medical coverage.

Loss of Other Coverage
Generally speaking, loss of other coverage is a qualifying event to enroll in your company's benefits but only if the application is made within 31 days of having lost that coverage.

Business/Vacation Travel
Remember to take your medical ID card, physician's phone number and list of any maintenance medications you take (including frequency and dosage) with you.

Know Your Plan's Timing
The deductibles on your medical and dental plans are likely calculated on either a PLAN or CALENDAR year basis. If you have a flexible spending account (FSA), it may or may not feature a year end carry over provision. If you don't enroll in your company's benefits when eligible, you will likely have to wait until the next enrollment period (likely a year) to enroll.

Medicare Eligibility
If you are age 65 or over, Medicare eligibility likely doesn't change your eligibility for coverage under your employer's benefit plans. However, Medicare MAY provide additional benefits. See your HR department for more information.

Benefits Administration

11 Important Things to Remember!

Benefit Plan Policy
All organizations should have a corporate policy advising how long a terminated, laid off or disabled employee can remain on the benefit plan. Employers must confirm that their policies are compliant with each of their insurance carriers.

Form 5500
All groups over 100 employees enrolled in any line of coverage are responsible for a filing a Form 5500.

Taxable Fringe Benefit
If the organization is providing an Employer paid Life insurance benefit over $50,000, the benefit is considered a taxable fringe benefit.

Conversion/Portability
Conversion or portability options could be available for Life insurance and notice may be required by the employer.

Health Savings Accounts
If the organization offers a Health Savings Account (HSA), it must report Employer and Employee contributions on the W-2.

Plan Documentation
Employers must provide a plan document and/or summary plan description upon the request of a participant or the DOL. The organization's insurance carrier- or TPA-provided certificate is probably not a valid plan document or SPD.

Terminate Coverage
Terminate all coverages of former employees. Insurance carriers typically will not retroactively terminate after 60 days.

Cautionary note:
Typically, the employer is responsible for reinstatements and terminations!

Disability
If an employee is out on disability, he/she may be eligible for waiver of premium for Group and Voluntary Life insurance. Failure to file the waiver of premium request on a timely basis can adversely affect payment of a life insurance claim.

COBRA Benefits
Important timeline regarding COBRA benefits:
- Terminate employee from all lines of coverage
- Send initial COBRA notice if COBRA is elected AND payment is made, then reinstate with insurance carrier; If a current participant has not paid within his/her 30 -day grace period, terminate the COBRA participant.
- Typically, the employer is responsible for reinstatements and terminations!

Mandatory STD Benefits
Please make certain that you're aware of the mandated Short-Term Disability insurance requirement in the following jurisdictions: NY, NJ, HI, RI, CA and Puerto Rico.

Dependent Coverage
Employers are responsible for managing eligibility regarding overage dependents. Each state may have its own rules regarding dependent ages for eligibility. Not all Insurance carriers audit dependent status. Organizations may be paying premiums for a dependent that is not eligible.

Commercial Insurance • Employee Group Benefits • Medical Malpractice Insurance • Personal Auto & Homeowners • Voluntary Worksite Benefits • **www.usi.com**

NOTE: This document provides a highlight of the plan provisions that might be offered by your employer and in no way serves as the Summary Plan Description or plan document for the plans. If any discrepancies exist between this flier and the plan documents, the plan documents shall govern. We reserve the right to modify any of these descriptions at anytime.