

DEADLINES FOR 2008 HEALTH INSURANCE CHANGES

for SUNY EMPLOYEES ELIGIBLE FOR HEALTH INSURANCE COVERAGE

It is *very important* that you make a note of the following deadlines and, if you need to make any of these changes, you *must* do so *no later* than indicated. (2008 health insurance premium rates are not yet available. As soon as they are available, you will be able to find them at www.cs.state.ny.us/ebd. They will also be published in the Bulletin.)

FORMS DUE BY NOVEMBER 30, 2007 (change effective 12/26/07) to:

change your premium deduction from pre-tax to post-tax or vice versa

FORMS DUE BY NOVEMBER 30, 2007* (change effective 12/27/07) to:

- 1) change insurance from one plan to another (i.e. change between the Empire Plan and an HMO or change between two different HMOs);
- 2) change coverage from family to individual while your dependents are still eligible for enrollment;
- 3) cancel your coverage while you are still eligible for enrollment; or
- 4) change the federally qualified status of your domestic partner (effective 12/26/07)

*If rates are approved after 11/01/07, deadline will be extended. If deadline is later than December 11, 2007, forms received after December 11 and prior to deadline will result in retroactive premium adjustments.

NOTE: At any time during the year, you can change from individual to family coverage or obtain coverage if you are eligible for benefits but not currently enrolled in any plan; *however*, such change will be made effective *5 pay periods after* the date you sign the form to request the change. Furthermore, changes in status that are considered to be “qualifying events” such as marriage, divorce, birth of a baby, death of a dependent, change in student status, etc. can *only* be made effective in a timely manner if a form requesting the change is signed prior to or within 7 – 30 days after the event, depending upon the type of event.

To obtain forms and/or further information, contact Human Resources at x2509.

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