

# **DEADLINES FOR 2009 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. (2009 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](http://www.cs.state.ny.us/ebd). They will also be made available to employees on campus in the Bulletin and/or in a memo sent directly to employees. )

### **FORMS DUE BY NOVEMBER 30, 2008 (change effective 12/24/08) to:**

- 1) change your premium deduction from pre-tax to post-tax or vice versa;
- 2) change the federally qualified status of your domestic partner.

### **FORMS DUE BY NOVEMBER 30, 2008\* (change effective 12/24/08) 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.

\*If rates are approved after 11/01/08, the deadline forms are due will be extended and the new deadline date will be announced as soon as possible.

**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, unless you have a qualifying event. 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 the form requesting the change is signed by the employee 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.

**SAVE THIS PAGE!**

**SEPARATE THIS PAGE FROM THIS ISSUE OF THE BULLETIN**

**AND SAVE IT FOR YOUR FUTURE REFERENCE.**