

The EBD Update – Friday, August 22, 2008

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***** Public School Edition *****

Termination Reminder

Please remember that in order for a transferring member to be enrolled in coverage under his / her new school district, the employee must first be terminated from the old school. Only after the termination is processed, can the member's coverage be transferred in under the new school.

Change & Enrollment Forms

Please remember to mail your completed and processed Change and Enrollment forms to EBD, P.O. Box 15610, Little Rock, AR 72231. Mark the packet as "Imaging Only" and the forms will be scanned and attached to the member's coverage record in ARBenefits.

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