

## **The EBD Update – Monday, December 3, 2007**

A weekly publication by The Employee Benefits Division

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### **\*\* Public School Edition \*\***

#### **SMM Issued for ARHealth**

*This Summary of Material Modification (SMM) is issued to amend the current Summary Plan Description (SPD). This change is effective as of January 1, 2008.*

- Enrollment Deadline for Newborns and Adopted Dependents: Effective as of the date shown above, members shall have thirty (30) days from date of birth of a newborn child, placement for adoption, or filing date of petition for adoption to submit the necessary documentation to add the new dependent to the Plan. Thirty (30) day deadline to request the enrollment applies to members on all coverage tiers (employee only, employee + Child(ren), employee + spouse, and employee + family).

#### **SMM Issued for ARHealth**

*This Summary of Material Modification (SMM) is issued to amend the current Summary Plan Description (SPD). This change is effective as of October 1, 2007.*

- Change of ARHealth Coverage due to Other Group Insurance: An employee member and / or dependents may cancel their ARHealth coverage due to gaining other Group health coverage, provided that documentation be submitted to insurance representative with the agency / school within thirty (30) days of the new coverage, otherwise cancellation of coverage will be allowed at annual "Open Enrollment" period. Loss of coverage will be the last day of the month in which completed documentation is provided.

#### **Processing Forms in ARBenefits**

During Open Enrollment, the Client & Member Services team of EBD helped to process many forms in ARBenefits. This was due in part to system constraints processing new hires during Open Enrollment and partly due to the Positive Enrollment's additional processing requirements. Since Open Enrollment is completed, please resume your practice of processing **all** forms (enrollments, terminations, changes, etc.) through ARBenefits before submitting the paperwork to EBD.

Jason Lee, CFCI  
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