

NYBEAS Panel	Action/ Reason	DESCRIPTION	DATE OF EVENT/ REQUEST	EFFECTIVE DATE RULE Monthly
Changes in Coverage – From Family TO Individual				
Benefits > Transactions > Change Coverage	CCO/AGE	Only dependent child has reached age 26 and is no longer eligible to continue coverage as a dependent	Date of event = birthday	Effective date = 1 st day of the month following the date of event
	CCO/DEC	Only dependent dies Copy of Death Certificate	Date of event = date of death	Effective date = Day after date of event
	CCO/DIV	Employee has divorced and has no other eligible dependents Copy Divorce decree page with date filed by court clerk	Date of event = date divorce document filed by court clerk, NOT date signed	Effective date = 1 st day of the month following the date of event
	CCO/DPT	Employee terminates domestic partner relationship and has no other eligible dependents	Date of request = date "Domestic Partnership Termination" form is signed/(PS 427.4) Date of event = partner's last date of eligibility	Effective date = 1 st day of the month following the date of event
	CCO/DPV	Employee voluntarily removes domestic partner from coverage and has no other eligible dependents (enrollees in Pre-Tax status can only do this during Option Transfer Period without a qualifying event)	Date of request = Date employee signed the PS 503.1	Effective date = 1 st day of the month following the date of request
	CCO/VOL	Employee voluntarily terminates family coverage (employees in pre-tax status can only do this during Option Transfer Period without a qualifying event)	Date of request = Date employee requested change (signed the PS 503.1)	Effective date = 1 st day of the month following the date of request

Changes in Coverage – From Individual TO Family				
	CCO/ADP	<p>Adding a domestic partner, (need required proofs and documentation PS 427.1 and PS-427.3-if applicable)</p>	<p>Date of request = date that all required documentation is submitted</p> <p>Date of event = partner's first date of eligibility upon meeting residency <u>and</u> financial interdependence</p>	<p>A. If coverage change requested prior to or on acquisition of dependent, effective date is date of event.</p> <p>B. If coverage change is requested s within 30 days after acquisition of dependent, effective date is 1st of the month following date of request</p> <p>C. If coverage change requested more than 30 days after acquisition of dependent, effective date is first of the third month following the date of request</p>
	CCO/DEP	<p>Change to family coverage due to first dependent child acquired. (need required proofs and documentation)</p> <p>Note: not used for newborn.</p>	<p>Date of event = Date dependent acquired</p> <p>Date of request = Date employee requested change</p>	<p>A. If coverage change requested prior to or on acquisition of dependent, effective date is date of event.</p> <p>B. If coverage change is requested within 30 days after acquisition of dependent, effective date is 1st of the month following date of request</p> <p>C. If coverage change requested more than 30 days after acquisition of dependent, effective date is 1st day of the third month following the date of request</p>

	CCO/MAR	Change to family coverage due to marriage. (need required proofs and documentation)	<p>Date of request = Date employee requested change</p> <p>Date of event = Date of marriage</p>	<p>A. If coverage change requested prior to or on acquisition of dependent, effective date is date of event.</p> <p>B. If coverage change requested within 30 days after acquisition of dependent, effective date is 1st of the month following date of request.</p> <p>C. If coverage change requested more than 30 days after acquisition of dependent, effective date is 1st day of the third month following date of request.</p>
	CCO/NWB	Change to family coverage due to newborn. (need required proofs and documentation)	<p>Date of request = Date employee requested change.</p> <p>Date of event = date of birth</p>	<p>A. If coverage change requested prior to or within 30 days of acquisition of dependent, effective date is date of event.</p> <p>B. If coverage change requested more than 30 days after acquisition of dependent, effective date is 1st day of the third month following date of request.</p>

	CCO/PCT	Change of coverage due to spouse/domestic partner who was previously covered under another plan and has lost coverage. Need required proof and documentation with proof of previous coverage terminated with termination date.	<p>Date of request = Date employee requested change.</p> <p>Date of event = date of <u>last</u> day coverage under previous coverage.</p>	<p>A. If coverage change requested prior to or within 30 days of acquisition of dependent, effective date is date of event.</p> <p>B. If coverage change requested more than 30 days after acquisition of dependent, effective date is 1st day of the third month following date of request.</p> <p>C. If coverage change requested more than 30 days after acquisition of dependent, effective date is 1st day of the third month following date of request.</p>
	CCO/REQ	Change to family coverage due to a previously eligible but not enrolled dependent	<p>Date of request = Date employee requested change.</p>	Effective date is 1st day of the third month following date of request.

Dependent Deletes				
Benefits > Transactions > Dependent Delete	DEP/AGE (NEW)	Dependent child has reached age 26 and is no longer eligible to continue coverage as a dependent	Date of event = birthday	Effective date = 1st day of the month following the date of event
	DEP/DEC (NEW)	Dependent dies Copy of Death Certificate	Date of event = date of death	Effective date = Day after date of event
	DEP/DIV (NEW)	Employee has divorced. Copy Divorce decree page with date filed by court clerk	Date of event = date divorce document filed by court clerk, NOT date signed	Effective date = 1st day of the month following the date of event
	DEP/DEL	Delete a dependent. Use when specific transaction do not apply	Date of event = Last date of eligibility or last day of requested coverage, whichever applies.	Effective date = 1st day of the month following the date of request
	DEP/DPT	Delete a domestic partner from family coverage. The deletion is due to the termination of the relationship. Required documentation must be submitted.(427.4)	Date of event = Partner's last date of eligibility.	Effective date = 1st day of the month following the date of event
	DEP/DPV	Delete a domestic partner from family coverage when the relationship continues but the enrollee voluntarily removes the domestic partner from coverage.	Date of event = Partner's last date of requested coverage.	Effective date = 1st day of the month following the date of event

Dependent Adds				
Benefits > Transactions > Dependent Add	DEP/ADD	Add a dependent to an existing family coverage.	Date of event = Date dependent first becomes eligible for coverage.	Effective date = Date of event or date of family coverage, whichever is later.
	DEP/ADP (NEW)	Adding a domestic partner, (need required proofs and documentation, PS 427.1 and PS-427.3-if applicable)	<p>Date of event = partner's first date of eligibility upon meeting residency and financial interdependence.</p> <p>Date of Request = date that all required documentation is submitted with signed PS 503.1</p>	<p>A. If coverage change requested prior to acquisition of dependent, effective date is date of event.</p> <p>B. . If coverage change requested within 30 days after acquisition of dependent, effective date is 1st of the month following date of request.</p> <p>C. If coverage change requested more than 30 days after acquisition of dependent, effective date is 1st day of the third month following date of request.</p>
	DEP/MAR (NEW)	Add spouse due to marriage. (need required proofs and documentation)	Date of event = Date of marriage.	Effective date = Date of event or date of family coverage, whichever is later.

	DEP/NWB (NEW)	Adding newborn. (need required proofs and documentation)	Date of event = date of birth.	Effective Date: Date of event or date of family coverage, whichever is later.
	DEP/PCT (NEW)	Adding spouse/domestic partner who was previously covered under another plan and has lost coverage. Need required proof and documentation PS 427.1 and PS-427.3 for Domestic Partner) all dependent proofs with documentation coverage terminated with termination date.	Date of event = date of last day coverage under previous coverage.	Day after date of event or date of family coverage, whichever is later.