

NYBEAS Panel	Action/ Reason	DESCRIPTION	DATE OF EVENT/ REQUEST	EFFECTIVE DATE RULE Biweekly
Changes in Coverage – From Family TO Individual				
Benefits > Transactions > Change Coverage	CCO/AGE	<p>Medical: Only Dependent child has reached age 26 and is no longer eligible to continue coverage as a dependent</p> <p>DENTAL/VISION: Only dependent child has reached age 19 or 25 and is no longer eligible to continue coverage as a dependent</p>	Date of event = birthday	<p>Medical: Effective date = 1st day of the month following the date of event</p> <p>Vision: Effective date = Date of event</p> <p>Dental: Effective date = 1st day of the month following the date of event</p>
	CCO/DEC	<p>Only dependent dies Copy of Death Certificate</p>	Date of event = date of death	Effective date = Day after date of event.
	CCO/DIV	<p>Employee has divorced and has no other eligible dependents Copy Divorce decree page with date filed by court clerk</p>	Date of event = date divorce document filed by court clerk, NOT date signed	Effective date = Date of event.
	CCO/DPT	<p>Employee terminates domestic partner relationship and has no other eligible dependents</p>	<p>Date of request = date "Domestic Partnership Termination" form is signed/submitted PS 428.4</p> <p>Date of event = partner's last date of eligibility</p>	Effective date = Day after date of event.
	CCO/DPV	<p>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)</p>	Date of request = Date employee requested change	Effective date = 1 st day of the month following the date of request

	CCO/EXT	<u>Dental /Vision ONLY:</u> Only dependent either graduated, or left school <u>and</u> completed semester, and is entitled to 3 month extension in coverage. (need the required proofs and documentation)	Date of event = last day attended class Date of request = Date employee requested change	Effective date = 1 st day of the 4 th month following date of event.
	CCO/LSC	<u>Dental/Vision ONLY:</u> Only dependent left school and did not graduate or complete the semester. (need required proofs and documentation)	Date of Event = last day child attended class	Effective date = 1 st day of the month following the date of event
	CCO/MRD	<u>Dental /Vision ONLY:</u> Only dependent child has married (need required proofs and documentation)	Date of Event = date of dependent's marriage	Effective date = Date of event.
	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	Effective date = 1 st day of the month following the date of event
Changes in Coverage – From Individual TO Family				
	CCO/ADP	Adding a domestic partner, (need required proofs and documentation, PS-428.1 and PS-428.2-if applicable)	Date of request = date that all required documentation is submitted Date of event = partner's first date of eligibility upon meeting residency <u>and</u> financial interdependence tests	A. If coverage change requested prior to or within 7 days of acquisition of dependent, effective date is date of event. B. If coverage change is requested within 30 days after acquisition of dependent, effective date is 1 st of the month following date of request. C. If coverage change requested more than 30 days after acquisition of dependent, effective date is 1 st day of the third month following the date of request

	CCO/DEP	<p>Change to family coverage due to first dependent child acquired. (need required proofs and documentation)</p> <p>Example-child returns to fulltime student</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 within 7 days of 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	<p>Change to family coverage due to marriage. (need required proofs and documentation)</p>	<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 within 7 days of 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/NWB	Change to family coverage due to newborn. (need required proofs and documentation)	Date of request = Date employee requested change. Date of event = date of birth	<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 the 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 of coverage under previous coverage.</p>	<p>A. If coverage change requested prior to or within 7 days of acquisition of dependent, effective date is day after 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/REQ	Change to family coverage due to a previously eligible but not enrolled dependent	Date of request = Date employee requested change.	<p><u>Medical</u> 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> <p><u>Dental/Vision</u> Effective date = date of event.</p>

Dependent Deletes				
Benefits > Transactions > Dependent Delete	DEP/AGE (NEW)	<p>Dependent child has reached age 26 and is no longer eligible to continue coverage as a dependent</p> <p><u>Dental/Vision:</u> Dependent child has reached age 19 or 25 and is no longer eligible to continue coverage as a dependent</p>	Date of event = birthday	<p><u>Medical:</u> Effective date = 1st day of the month following the date of event</p> <p><u>Dental/Vision:</u> Effective date = 1st day of the month following the date of event</p>
	DEP/DEC (NEW)	<p>Dependent dies</p> <p>Copy of Death Certificate</p>	Date of event = date of death	Effective date = Day after date of event.
	DEP/DIV (NEW)	<p>Employee has divorced.</p> <p>Copy Divorce decree page with date filed by court clerk</p>	Date of event = date divorce document filed by court clerk, NOT date signed	Effective date = Date of event.
	DEP/DEL	<p>Delete a dependent.</p> <p>Use when specific transaction do not apply</p>	Date of event = Last date of eligibility or last day of requested coverage, whichever applies.	Effective date = Day after the date of event.
	DEP/DPT	Delete a domestic partner from family coverage. The deletion is due to the termination of the relationship. Required documentation must be submitted.(428.4)	Date of event = Partner's last date of eligibility.	Effective date = Day after 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 = Day after the date of event.

	DEP/EXT	Dental/Vision ONLY: Dependent either graduated or left school and completed semester and is entitled to 3 month extension in coverage.	Date of event = last day attended class Date of request = Date employee requested change	Effective date 1 st day of the 3 rd month following date of event.
Dependent Adds				
Benefits > Transactions > Dependent Add	DEP/ADD	Add a dependent to an existing family coverage. Use when specific transaction do not apply	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-428.1 and PS-428.2-if applicable)	Date of event = partner's first date of eligibility upon meeting residency and financial interdependence tests.	<p>A. If coverage change requested prior to or within seven days of 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>

	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.	Date of event or date of family coverage, whichever is later.
	DEP/PCT (NEW)	Adding dependents who were previously covered under another plan and has lost coverage. (Need required proof and documentation with proof of previous 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.