

Employee Benefits Division Policy Memorandum

Number: Policy Memo 16r1

Date Issued: May 11, 2018

Subject: Applying for Waivers of Premium

PURPOSE:

Clarify the timeframe in which an enrollee may apply for a waiver of premium under the Empire Plan.

BACKGROUND:

There has been some confusion in regards to when an enrollee should provide an application for Empire Plan waiver of premium. Some enrollees wait until they return to work to submit their application.

The General Information Book describes the waiver eligibility criteria. These requirements indicate that a person is eligible for a waiver *while* the disabling condition exists.

POLICY:

An enrollee who is eligible for a waiver of premium must apply during the period in which he or she meets the eligibility requirements for a waiver; an enrollee may not apply after he or she returns to the payroll, vests, or retires. The Employee Benefits Division should deny waiver requests when the person does not currently meet the waiver eligibility requirements.