



## Loss of Benefit Coverage Procedure (BEN-P006)

### 1.0 SCOPE:

- 1.1 This procedure describes the process used by the Risk Management Office in terminating health and benefit coverage for employees who have left the District or have had a reduction in work hours in the Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Risk Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 3.0 APPROVAL AUTHORITY:

- 3.1 Risk Management Senior Technician

### 4.0 DEFINITIONS:

- 4.1 CDS – CDS Group Health, Third Party Administrator
- 4.2 HH – Hometown Health - Third Party Administrator

### 5.0 PROCEDURE:

- 5.1 Risk Management is in receipt of the Employee Insurance Eligibility Form (WF8001) or the Insurance Eligibility webform initiated by Human Resources.
- 5.2 Certified / Admin: Termed the last day of the month they receive their final pay check.
- 5.3 CL12: Termed the last day of the pay period in which they receive their final pay check (Friday after last pay check).
- 5.4 CL09, CL10, CL11: Same as CL12 except, if they have a pro-rated overpayment for dependent or EPO plan premiums, we will issue a reimbursement for the over paid amount.
- 5.5 The technician updates the Benefit Master Assignment screen in the financial software system and verifies the Payroll Contribution and Deduction screens for end dates.
- 5.6 The technician updates the CDS/HH Data System.
- 5.7 A copy of the WF8001 is scanned into Employee Benefits file.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employee Insurance Eligibility Form – WF8001

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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee Insurance Eligibility Form	Risk Management Files	6 years from termination of coverage	Discard as desired	Scanned benefits file in financial software systems

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial release
5/15/07	B	Redefined 4.1; identified form number in 5.1; added terminology to 5.2 and 5.3; added new document 6.1; updated Record Retention Table.
05/05/09	C	3.1 replaced "Risk Management Senior Technician" with "Benefits Coordinator"; 5.1 added "the Insurance Eligibility webform" after "(HR-F538)" and replaced "forwarded from" with "initiated by"; 5.4 replaced "Assignment" with "Information" and "Bi-Tech" with "financial software."
05/21/14	D	3.1 Changed Benefits Coordinator to Risk Management Senior Technician; 5.1 changed HR-F538 to WF8001; replaced 5.2; added 5.3, 5.4; 5.5 changed Assignment to Master; 5.6 changed "data system and forwards a copy to HH if applicable" to "/HH data system; added 5.7; 6.1 changed HR-F538 to WF8001

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