



Retiree Open Window Procedure (BEN-P020)

1.0 SCOPE:

- 1.1 This procedure describes the process in which Risk Management allows retirees to reinstate medical, dental and vision coverage at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Risk Management Senior Technician

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 RM – Risk Management
- 4.2 NRS – Nevada Revised Statute
- 4.3 WCSD – Washoe County School District
- 4.4 PERS – Public Employee Retirement System

5.0 PROCEDURE:

- 5.1 As stipulated in NRS-287 a retiree may request reinstatement of coverage with their public employer during January of any even number year.
- 5.2 RM is notified by the retiree to reinstate coverage.
- 5.3 The retiree is directed to come into RM to complete the necessary paperwork.
 - 5.3.1 RM Technician asks for documentation on other creditable coverage.
 - 5.3.2 The RM Technician reviews the following forms for completeness the WCSD Group Benefit Programs Enrollment Form (BEN-F004), the WCSD Risk Management Office Retiree Insurance Premium Deduction/Change Form (BEN-F002) or (BEN-F003), and WCSD Risk Management Office Vision Plan Form (BEN-F006) if applicable.
 - 5.3.3 The RM Technician requests copy of Medicare A/B card.
- 5.4 RM verifies with PERS that the retiree's last public employer was WCSD.
- 5.5 The RM Technician notifies PERS via email of deduction and effective date if applicable.
- 5.6 The RM Technician reinstates the retirees coverage in the CDS system and Hometown Health via copy of the enrollment form of reinstatement, if applicable
- 5.7 RM Technician inputs data into the Bi-Tech System and Retiree Database.
- 5.8 A file folder is set up for the retiree and a blue dot affixed to the folder identifying insured as a retiree and filed.

WASHOE COUNTY SCHOOL DISTRICT

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 WCSD Group Benefit Programs Enrollment Form (BEN-F004)
- 6.2 WCSD Risk Management Office Vision Enrollment Form (BEN-F006)
- 6.3 WCSD Risk Management Office Retiree Insurance Premium Deduction Change Subsidy Eligible Form (BEN-F002)
- 6.4 WCSD Risk Management Office Retiree Insurance Premium Deduction Change Non-Subsidy Eligible Form (BEN-F003)
- 6.5 Medicare A/B Card

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Retiree File	RM File	99 years	Discard as desired	Standard file cabinet in secured office

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	Corrected typographical errors in 1.1, 5.4, and 5.5; identified correct document names in 5.3.2, and 6.1 thru 6.4.
5/6/08	C	Added NRS reference number "287" in 5.1; deleted "Senior" from 5.7

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