

AISD Insurance Change Form Instructions

Please follow this checklist to ensure the Insurance Change Form is completed accurately

All Qualifying Life Events must be reported within 31 days of the event date

- | | | |
|---|---|--|
| <input type="checkbox"/> Employee Name | <input type="checkbox"/> Wellness | <input type="checkbox"/> Disability Election |
| <input type="checkbox"/> Employee SSN | <input type="checkbox"/> Tele-health Election | <input type="checkbox"/> Group Life Election - Employee |
| <input type="checkbox"/> Employee ID Number | <input type="checkbox"/> Hospital Indemnity Election | <input type="checkbox"/> Group Life Election - Spouse |
| <input type="checkbox"/> Daytime Telephone Number | <input type="checkbox"/> Dental Election | <input type="checkbox"/> Group Life Election - Child |
| <input type="checkbox"/> Qualifying Event Date | <input type="checkbox"/> Vision Election | <input type="checkbox"/> AD&D Election |
| <input type="checkbox"/> Life Event Reason (<i>indicate only one reason</i>) | <input type="checkbox"/> Cancer Election | <input type="checkbox"/> Healthcare Savings (HSA) Election |
| <input type="checkbox"/> Required Dependent Information (<i>only complete for the dependents you are adding/removing from coverage</i>) | <input type="checkbox"/> Identity Theft Protection Election | <input type="checkbox"/> Medical Reimbursement (FSA) Election |
| <input type="checkbox"/> Medical Election | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Dependent Care Reimbursement Election |

EXAMPLES OF VALID SUPPORTING DOCUMENTATION

Life Event	Documentation Example
Marriage	Copy of Marriage Certificate
Divorce	Court Documents (must include Judges signature and the effective date of the divorce)
Birth/Adoption/Legal Custody of Child	Birth Certificate, Crib Card, Hospital discharge paperwork (must provide newborn's name and date of birth), or Court Documents (must include the effective date of the custody of child)
Death of Spouse/Child	Copy of Death Certificate
Gain of Other Coverage	Letter from employer or carrier(s) listing the dependent's name, the type of coverage(s) gained and the effective date of coverage(s)
Loss of Other Coverage	HIPAA Certificate, or letter from employer or carrier(s) listing the dependent's name, the type of coverage(s) lost and the effective date of the terminated coverage)
Gain of Medicare Coverage	Medicare Award letter, or copy of Medicare ID card (must include effective date)
Gain of Medicaid Coverage	Medicaid Award letter (must include effective date)
Dependent Now Ineligible	Letter from Employee

All changes to benefits are effective the 1st of the month following the date of the event, unless the date of the event falls on the 1st of the month. In that case the benefits are effective that day. Newborns' benefits are effective as of the date of birth.

All correspondence from employers, carriers, and/or colleges/institutions must be provided on respective letterhead.



2022-2023 Insurance Change Form

You may add or cancel coverage during the Plan Year if you have a Qualifying Life Event. It is ***your responsibility*** to complete this form and send it to HRbenefits@aisd.net within **31 days** of the qualifying event. Otherwise, you will NOT be able to change your benefits until the next annual enrollment period. This form must be accompanied by appropriate documentation (i.e. marriage/death/birth or hospital certificate, etc.), reflecting the effective date of the qualifying event. Payroll increases/decreases will be reflected once the change is approved and processed.

Please keep a copy of the complete forms for your files.

Personal Information

Employee Name	Employee SSN
Employee ID Number	Daytime Telephone Number
Qualifying Event Date	

REQUIRED DEPENDENT INFORMATION *(Only add the dependent you are adding/removing from coverage)*

Name (Last, First)	SSN	Date of Birth	Gender	Relation (S=Spouse, C=Child, H=Handicapped)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Life Event Reason

ADDITIONS/DOCUMENTATION NEEDED

- Marriage: Marriage Certificate
- Divorce: Divorce Decree
- Birth: Certificate of Birth or Hospital Certificate
- Adoption: Placement of Papers of Adoption
- Loss of Spouse Employment: Letter from employer or carrier
- Death of Spouse: Death Certificate

DELETIONS/DOCUMENTATION NEEDED

- Marriage: Marriage Certificate
- Divorce: Divorce Decree
- Gain of Gain of Other Coverage: Letter from employer or carrier
- Dependent Now Ineligible: Letter from Employee Medicare
- Entitlement: Medicare Letter/copy of Medicare ID card Medicaid
- Entitlement: Medicaid Award letter
- Death of Child: Death Certificate
- Death of Spouse: Death Certificate



2022-2023 Insurance Change Form

Coverage (Please mark the Plan and Coverage Level you are electing as a result of this Qualifying Life Event)

MEDICAL PLAN

ActiveCare PRIMARY
 ActiveCare HD
 ActiveCare PRIMARY +
 Scott & White HMO
 ActiveCare 2
(can only be elected if previously enrolled prior to 9/1/2020)

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

WELLNESS PROGRAM

YES NO

TELE-HEALTH

Plan: MDLive

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

HOSPITAL INDEMNITY

Plan: Hospital Indemnity

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

DENTAL

Plan: High PPO Low PPO DHMO

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

VISION

Plan: Davis Vision

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

CANCER

Plan: High Option Basic Plan High Option + ICU Rider Low Option Basic Plan Low Option + ICU Rider

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

IDENTITY THEFT PROTECTION

Plan: 1 Bureau

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

LEGAL SERVICES

Plan: Metlaw Legal Plan

Coverage Level:
 Waive
 Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Family

DISABILITY

Waiting Period: 14 Day 30 Day 60 Day 90 Day

Coverage Level:
 Waive Coverage
 30% of Salary
 40% of Salary
 50% of Salary
 60% of Salary

GROUP LIFE - EMPLOYEE

Coverage Level: Waive (Can elect in increments of \$10,000 up to maximum of 7 x's salary or \$500,000)

GROUP LIFE - SPOUSE

Coverage Level: Waive (Can elect in increments of \$5,000 up to maximum of \$100,000)

GROUP LIFE - CHILD

Coverage Level: Waive (Can elect in increments of \$1,000 up to maximum of \$10,000)

ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

EMPLOYEE Coverage Level: Can elect in increments of \$10,000 up to maximum of 10 x's salary or \$500,000
 Waive

FAMILY Coverage Level: Can elect in increments of \$10,000 up to maximum of 10 x's salary or \$500,000
 Waive



2022-2023 Insurance Change Form

HEALTHCARE SAVINGS ACCOUNT (HSA)Coverage Level: Waive

(Can elect a minimum \$25.00 monthly amount up to a maximum \$304.16 individual monthly amount or a maximum \$608.34 family monthly amount)

MEDICAL REIMBURSEMENT ACCOUNT (FSA)Coverage Level: Waive

(Can elect a minimum \$25.00 monthly amount up to a maximum \$237.50 individual monthly amount or a maximum \$475.00 family monthly amount)

DEPENDENT CARE REIMBURSEMENT ACCOUNTCoverage Level: Waive

(Can elect a minimum \$25.00 monthly amount up to a maximum \$416.67 monthly amount)

Employee Name

Employee ID

Employee Signature

Date

Please return completed form, along with appropriate proof documentation to:

HRbenefits@aisd.net or 682-867-4651 (fax)

TRS Medical Rates

2022-2023 TRS ActiveCare Health Insurance Premiums Without Wellness Program Incentive

12 Pay – Administrators and Professionals

	TRS ActiveCare Primary	TRS ActiveCare HD	TRS ActiveCare Primary+	TRS ActiveCare 2	Baylor Scott & White HMO
Employee Only	\$151.00	\$163.00	\$259.00	\$747.00	\$303.24
Employee + Spouse	\$910.00	\$943.00	\$1,018.00	\$2,136.00	\$1,165.08
Employee + Children	\$485.00	\$506.00	\$579.00	\$1,241.00	\$649.65
Family	\$1,139.00	\$1,179.00	\$1,348.00	\$2,575.00	\$1,381.24

12 Pay – Para-Professionals

Employee Only	\$136.00	\$148.00	\$244.00	\$732.00	\$288.24
Employee + Spouse	\$895.00	\$928.00	\$1,003.00	\$2,121.00	\$1,150.08
Employee + Children	\$470.00	\$491.00	\$564.00	\$1,226.00	\$634.65
Family	\$1,124.00	\$1,164.00	\$1,333.00	\$2,560.00	\$1,366.24

18 Pay

Employee Only	\$90.67	\$98.67	\$162.67	\$488.00	\$192.16
Employee + Spouse	\$596.67	\$618.67	\$668.67	\$1,414.00	\$766.72
Employee + Children	\$313.33	\$327.33	\$376.00	\$817.33	\$423.10
Family	\$749.33	\$776.00	\$888.67	\$1,706.67	\$910.83

26 Pay

Employee Only	\$62.77	\$68.31	\$112.62	\$337.85	\$133.03
Employee + Spouse	\$413.08	\$428.31	\$462.92	\$978.92	\$530.81
Employee + Children	\$216.92	\$226.62	\$260.31	\$565.85	\$292.92
Family	\$518.77	\$537.23	\$615.23	\$1,181.54	\$630.57

AISD contributes the following each month to employees participating in a medical plan:

- \$266 per month for Professional employees
- \$281 per month for all Para-Professional and Auxiliary employees