

Qualifying Events

Qualifying Events:

Employees having a Qualifying Event must complete a “Qualifying Event Form,” which includes the appropriate documentation to verify the qualifying event and sent to Greg Pack with BAS and Mary Hall within 30 days of the qualifying event. Business Managers/Bookkeepers should record the qualifying event in Employee Navigator.

Listed are events that “qualify” for a change in coverage:

- Marriage
- Termination/Status change of employment of you or your spouse
- Divorce or Legal Separation
- Loss of Health Care Coverage
- A Court Order
- Birth or Placement for adoption of a child.
- Entitlement to Medicare or Medicaid
- Death in the Family
- Open enrollment on the Insurance Market
- Ineligibility of a dependent

Birth of a Child:

Please make sure for the birth of a child the employee must add the baby to the insurance within 30 days; the coverage is not an automatic process. Employees should receive the qualifying event form before the birth, as a reminder to give the Business Manager/Bookkeeper the form after the baby is born. Communicate with the employee to get the form completed within 30 days. Greg Pack and Mary Hall will receive the completed Qualifying Event Form. The employee will also need to follow up with the location once the employee’s baby social security number is known. Business Managers/Bookkeepers should add the baby’s information to Employee Navigator as soon as possible but no later than 30 days after the birth, even if the social security number is not available. Follow up with an email to Greg Pack with BAS to let Greg know the baby’s information was, but the social security number is not available yet. If the employee adds the baby’s information to Employee Navigator, we need a copy of the qualifying event form for our records.