

NJSHB FACT SHEET

Eligibility: Employee must appear on regular payroll as a contracted employee and work full-time (over 30 hours/week).

Effective

Date: There is a waiting period of approximately two (2) months following an employee's date of contracted employment. Coverage will begin the first day following the two (2) months of employment (assuming that the employee properly completed, signed and submitted a SHBP Enrollment Application in a timely manner). There are three exceptions to this effective date of coverage rule:

- If an employee had at least two months of service on the date the employer joins SHBP, coverage starts on the date the employer enters the program;
- If an employee has an annual contract, is paid on a 10-month basis, and begins work at the beginning of the contract year, coverage begins on September 1st;
- If an employee was enrolled in the SHBP with a previous employer and the employee's coverage is still in effect on the day work begins with the current employer (COBRA coverage excluded), coverage begins immediately so there is no break in coverage.

Changes in Coverage/

Family Status: Generally, active employees cannot change their type of coverage or dependent coverage until the next Open Enrollment period. The following exceptions overturn this rule:

- A newly married employee may enroll their spouse and/or newly eligible dependent children. An SHBP application must be filed within **60** days of the marriage. *Marriage and birth certificates must accompany the application.
- When the birth or adoption of a child occurs, a SHBP application must be filed within **60** days of the birth or adoption. Adoption would require legal documentation to be filed with the SHBP application.
- When a change in family status involving the loss of a family member occurs (divorce, death, child marries, no longer lives with the employee, or turns 23 years of age (vision and dental) or 26 years of age (major medical and RX).
- The employee has HMO coverage and moves out of the HMO service area. The employee can change immediately. If the change does not occur within **30** days, the employee must wait until the next annual Open Enrollment period.

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- The employee is on a leave of absence and cannot afford to pay for coverage. Coverage can be reduced from Family to Single or Parent/Child while the employee is on the leave. When the employee returns to work, coverage can be increased back to Family coverage.
- An employee's spouse loses health benefit coverage; the employee has **60** days from the date of the loss of coverage to add a spouse to his or her coverage. The enrollment application **MUST** be accompanied by the spouse's HIPAA certification form showing the date coverage was lost.
- If an employee is on leave during an Open Enrollment period, the employee may elect to make coverage changes upon returning to work. The employee must complete and submit an application within **60** days of returning to work. The effective date of these changes will be the date the employee returned to work.

**Coverage changes involving the addition of dependents are effective retroactively to the date of the event of eligibility, if the SHBP application is filed within 60 days of the event. Active employees may decrease dependent coverage at any time. Deletions of dependent coverage are effective on a timely or prospective basis, that is, when they are processed by the Health Benefits Bureau.*

Coverage Upon

Termination: An employee paid under a 10-month contract that starts work at the beginning of the school year (September 1st) and terminates services with the employer at the end of that school year (June 30th), will be entitled to a full year's coverage comparable to that of any employee paid on a 12-month basis, **AS LONG AS THE FOLLOWING IS TRUE:** The employee has worked for the number of months prescribed by the contract.

**This means that SHBP coverage for ten-month employees and their dependents will continue during the summer months subsequent to the end of the school year (July and August), provided that proper deductions are taken for dependent coverage (if applicable).*

Note: In the event termination of employment at the end of the school year is due to a member's retirement effective July 1st, coverage under the active group ends July 31st, at which time coverage under the retired group plan goes into effective on August 1st.