

# Qualifying Events - Objectives

## Key Takeaways

- Know what a Qualifying Event (QE) is
- Understand more about a specific QE and the rules that apply to it
- Understand the types of supportive documentation required for each QE
- What can I do if my situation is not a QE?
- Understand how to process and submit a QE to Erisa
- Recognize your available resources

# Qualifying Events

## What **IS** a Qualifying Event?

A QE is a change in life situation that has an effect on your health insurance options or requirements outside of Open Enrollment

# Qualifying Events

## Different Types of QE

- Losing existing health coverage
- Losing eligibility for Medicare or Medicaid
- An employee or employee's enrolled dependent turns 26 years old and loses eligibility for coverage through a parent's plan
- Changes in your income (increase or decrease) that affect the coverage you qualify for. Salary increase with a job promotion
- Getting married or divorced, domestic partnership or termination of domestic partnership
- Having a baby or adopting a child, court order or LEGAL guardianship
- Death in the family
- Working in the U.S. from a U.S. territory or foreign country
- Military members ending their service

# What are Qualifying Events

## Qualifying Events Their Deadlines and Their Documents

Event Type	Submission Deadline	Supporting Documentation (include with your submission)
Involuntary Loss of Health Coverage	Within 31 days	NMPSIA Change Card Documentation that shows loss (see NMPSIA'S sample loss letter)
Changes in your Income	Within 31 days	NMPSIA Change Card  Salary increase with job promotion information
Losing Eligibility for Medicaid	Within 61 days	NMPSIA Change Card Proof of loss
Turning 26 years old and losing coverage through a parent's plan	Within 31 days	NMPSIA Change Card Proof of loss

# What are Qualifying Events

## Qualifying Events Their Deadlines and Their Documents

Event Type	Submission Deadline	Supporting Documentation (include with your submission)
Changes in household such as: Getting married or divorced, domestic partnership or termination of domestic partnership	Within 31 days or within 31 days of court stamp on legal documentation	NMPSIA Change Card, marriage certificate, or NMPSIA'S Schedule C for Marriage Registration, divorce decree, Affidavit of Domestic Partnership, Termination of Domestic Partnership or court ruling for annulment, or court order verifying legal separation
Having a baby or adopting a child, court order or LEGAL guardianship	Anytime	NMPSIA Change Card, birth certificate, or NMPSIA'S Schedule B for Birth Registration or hospital record with date of birth, or court order adoption/guardianship court decree
Death in the family	Anytime	Report as soon as possible; any way possible.
Other Qualifying Events: Working in the U.S Military		NMPSIA Change Card

# Loss of Health Insurance



Losing job-based coverage

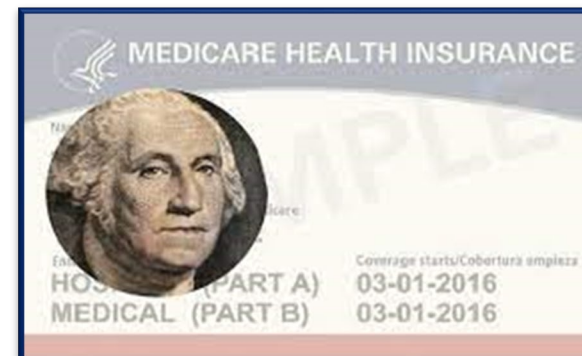
Turning  
26 years  
old



Losing health insurance for any  
other reason



Losing eligibility for  
Medicare, Medicaid or  
CHIP



# Changes in Household



# Other Qualifying Changes



Changes in income  
that affect eligibility for  
Medicaid



Salary increase  
with a job  
promotion



New to working in  
the United States



# What is **NOT** a Qualifying Event

## Moving



## Voluntarily dropping Other coverage



Terminated from other  
coverage for not paying  
premiums or for fraud



Example of an  
Acceptable  
Loss of  
Coverage  
Notice  
from a  
Previous  
Employer

NMPSIA  
 2011-05-30 17:40:21  
 -----  
 This information should be on employer  
 letterhead and signed by the  
 employer representative with verifiable  
 address and phone information.

**Where**

Employer Name  
Address  
Telephone Number

Loss of Coverage Notice

To NMPSIA Employer Group:

<b>Who</b> Lost the Coverage:	<b>What</b> Kind of Coverage was Lost:	<b>When</b> Last Day of Coverage
_____	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	_____
_____	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	_____
_____	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	_____
_____	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	_____
_____	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	_____
_____	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	_____

**Why** was the Coverage Lost:

Retirement     Resignation     Termination of Employment  
 Reduction in Hours Worked     Ineligible due to \_\_\_\_\_ (Divorce, Death, Age, etc.)

Sincerely,

Employer Signature

## **Unacceptable proof of loss of coverage include:**

- Certificate of creditable coverage
- Divorce decree

# Qualifying Events

## How to Report a Qualifying Event

A change of status due to any Qualifying Event **MUST** be reported by completing, signing, and turning in a Change Card to your employer's benefits office within 31 days from the qualifying event, change of basic information or Special Enrollment event.

You have 61 days from the date of a qualifying event to provide your employer all required documents. Coverage becomes effective the first day of the month following the day you turn in the required documents to your employer's benefits office, (provided you have applied on time and met the 61-day deadline for required documentation of the qualifying event).



# Qualifying Events

## The Rule

### NMPSIA Rule 6.50.10.12 NMAC

6.50.10.12 **REPORTING REQUIREMENT:** Authority insurance providers depend on **timely reporting** of dismissals, resignations, change in status, reports of new employees and eligible dependents and those dropping coverages. **The only source of this information is from the participating entity.** Participating entities shall report this information on or before the 15th day following notification from the employee of the event. *In the event they fail to so timely report, the responsible participating entity shall be liable for any losses an eligible employee or dependent may incur as a result of the failure to timely report.*  
[6.50.10.12 NMAC - N, 09/01/2014]

# Qualifying Events

## Why is Reporting a Qualifying Event Important?

What is the impact on ALL parties involved when Qualifying Events are not reported and submitted timely?

- Employee and dependents
- Employer
- NMPSIA
- Erisa

# Qualifying Events

## Why is it Important?

What impact does not reporting the QE have on the **EMPLOYEE and DEPENDENTS**?

- No coverage for employee or their dependents
- Unable to enroll in benefits until the next open enrollment
- Possible hardship with uninsured medical expenses

# Qualifying Events

## Why is it Important?

What is the impact on the **EMPLOYER**?

- Employer may be responsible for claims if the employee requires medical, dental or vision care, or passes away
- Affects the monthly premium billing



# Qualifying Events

## Why is it Important?

What is the impact on **NMPSIA**?

- NMPSIA may be involved if there are claims against the employer

# Qualifying Events

## Why is it Important?

What is the impact on **ERISA**?

- Creates additional administrative work resulting in unnecessary delays

# Submitting Qualifying Events to Erisa

# IMPORTANT REMINDERS

- Submit Employee Change Cards to Erisa upon receipt
- Do not hold on to them or wait until you have a batch
- Send immediately whether or not all documentation has been received
- All documents submitted to Erisa must be legible
- Use the current change card:  
[https://nmpsia.com/pdfs/1.1.2021\\_Change\\_Card\\_2020-09-13.pdf](https://nmpsia.com/pdfs/1.1.2021_Change_Card_2020-09-13.pdf)
- Fill out forms in their entirety, if a section does not apply, write N/A

# Recognize Qualifying Events Resources

## NMPSIA Qualifying Event Toolbox

- Flow Chart of Process
- Employer Policies
- NMPSIA Website and Program Guide
- Glossary of Terms and Acronyms
- Frequently Asked Questions (FAQ)
- Image of Change Card
- Erisa Benefits Representative



# Qualifying Events Training Recap

## A Review of Today's Session

- ✓ What is a Qualifying Event
- ✓ Why is reporting a Qualifying Event important
- ✓ The Process
- ✓ Employer/Employee responsibilities
- ✓ Timelines
- ✓ Submitting to Erisa