

**From:** Benefits Group  
**Sent:** Wednesday, March 18, 2020 2:52 PM  
**To:** AllEmployees <AllEmployees@mesquiteisd.org>  
**Subject:** Benefits Procedures during Office Closure

*This email is approved by the Mesquite ISD Benefits Office  
For All Employees*

While the Mesquite ISD schools are closed through April 3<sup>rd</sup>, the Benefits Office is making accommodations for qualifying life events. Normally, an employee would complete paperwork *in* the Benefits Office within **31 days** of a qualifying event in order to make changes throughout the year. However, at this time, if you experience a qualifying life event and would like to make changes to your insurance, please email [Benefits@mesquiteisd.org](mailto:Benefits@mesquiteisd.org) with your

1. Legal Name
2. Employee ID#
3. Date of Event
4. What is the Qualifying Event?

and we will respond to your email with instructions on how to complete the paperwork that we need, as well as with what documentation/proof we need. Qualifying events are:

- Birth/Adoption of a Child
- Marriage
- Divorce (if the divorce results in a loss of other coverage)
- Court order
- Death of spouse or dependent
- Involuntary loss of coverage
- Obtaining coverage elsewhere
- Change in dependent status (overage)

At this time, paperwork can be submitted via email, but if you must come to the Benefits Office to drop off or pick up paperwork, you will need to make advance arrangements with the Benefits Department. A Benefits Staff member will be able to meet you at the front door and exchange paperwork with you. You will have to call our office to let us know when you are at the front door, as the Administration Building is locked at this time to limit contact.

Remember, you must still meet your **31 day deadline** to make changes to your insurance. We must be notified within **31 days** of your qualifying event in order to process your request. TRS does not allow retro-terminations to the health plan; therefore, terminations are effective 1<sup>st</sup> of the following month. You will receive a reply to your email so you know that we received it. Thanks for your patience during this time. We will continue to evaluate our processes and update you if anything changes. Thank you.

Lisa Porter, RTSBA  
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[www.mesquiteisd.org](http://www.mesquiteisd.org) For Staff Benefits Department Enrollment Opportunities

