

## Substitute Eligibility for Health Insurance Coverage

A district substitute is eligible to enroll in TRS-ActiveCare medical insurance if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts will not count towards eligibility. 10 hours per week is not guaranteed, due to the need for substitutes varying weekly.

Pearland ISD provides health coverage to employees through TRS ActiveCare-BCBS (Blue Cross Blue Shield).

- New substitutes must enroll in or decline medical coverage within 30 days from date of hire.
- Returning substitutes will need to enroll during the annual enrollment period.
- If you decline coverage, you cannot enroll again until the next annual enrollment period, unless you have a qualifying event.
- The 2024-25 Annual Enrollment period is from July 22 - August 16, 2024.
- The coverage plan year is 9/1/2024-8/31/2025.
- Medical plan summaries and rates can be found under on the Substitutes page, of the Pearland ISD website at: [Substitutes - Benefit Information](#).
- You must submit the first month's premium payment, September coverage, **on or before August 16th, 2024**.
- All future premium payments for subsequent months must be submitted by the **5th day of the preceding month**.
  - **Example:** October payment is due September 5, 2024, November payment is due October 5, 2024.
  - If you fail to make a payment each month, the district will notify you of the missed deadline, and after three attempts, the district will have to proceed with the termination of insurance coverage.

### Ways to Pay Your Premiums:

- Mail to: Pearland ISD, C/O Benefits: 1928 N. Main St. Pearland, TX 77584.
- Schedule checks to be sent through your bank on an auto-monthly basis.
- In-person- Stop by the Human Resource Services Office (ESC Building) and ask for a Benefits Team Member to make your payment.
- Inter-office mail with the campus you work at.

**Thank you for Your Service to Pearland ISD!**  
**We appreciate YOU!**

Pearland ISD:  
Benefits Team, Human Resource Services  
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