Changes to Benefits
Mid-Year Qualifying Event

Maypearl ISD

Maypearl ISD has elected for several employee premiums to be deducted pre-tax, therefore mid-year election changes are regulated by federal law. The Internal Revenue Service (IRS) Code Section 125 contains provisions defining "qualifying events" which allow mid-year changes to your medical, dental, vision, life, health and/or dependent care flexible spending account plan elections.

While there are exceptions to post-tax mid-year election changes, Maypearl ISD procedures require that any change in status events use the same eligibility criteria to determine election changes whether premiums are paid on a pre-tax or after-tax basis.

Common Mid-Year Qualifying Events

The following list represents examples of *common* IRS mid-year qualifying events:

- Change in legal marital status, domestic partnership or civil union status
- Change in the number of eligible dependents of the employee or dependents of the domestic partner or civil union partner
- Gain Dependent—birth, adoption, placement for adoption, etc.
- Loss of Dependent—dies or reaches age 26 unless disabled as defined under the eligibility section
- Change in employee's, spouse's, domestic partner's, civil union partner's or dependent's employment status (commencement or termination of employment, strike or lock-out, unpaid leave, etc.)
- Gain / lose entitlement to Medicare or Medicaid (60 days)
- A change in residence of the employee, spouse, domestic partner, civil union partner or eligible dependent, which affects eligibility for coverage (e.g. moving out of coverage area)
- Judgment, decree, or Qualified Medical Child Support order for health coverage of an eligible child
- Significant change in health coverage of an eligible child
- Significant change in coverage or cost of dependent's plan

The type of IRS approved qualifying event determines the changes that are permissible. For example, marriage of the employee would permit a change from employee only coverage to employee + 1 coverage as well as the option to change medical plan elections, e.g., HD Plan to Primary Plan.

Official Documentation

It is necessary to provide documentation within 30 days of the effective date to substantiate the qualifying event and to establish the eligibility for, and the effective date of the requested change.

Required documentation due within 30 days of the effective date include:

- Legal documents for adoption, divorce, marriage, civil union partner, etc.
- Affidavit of Common Law Marriage
- Affidavit of Domestic Partnership
  - A joint financial document must accompany a marriage certificate or affidavits
- Letter on company letterhead which include:
  - Defined qualifying event type and effective date of coverage
  - Name of individual(s) affected by a status change
  - Name(s) of individuals who had been covered under other plan
  - Medical, dental and/or vision coverage effective date or termination date (or other benefits as applicable).