Dental Program Permitting Event Codes/Dates

Effective Dates Rules: **Standard:**   First day of the month after the STD. 692 is received by the employing department. Example: Received 3/5 Effective 4/1

Mandatory: First day of the month following the event.

New Enrollments

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
New employee/eligible appointment, reinstatement from retirement, transfer from State Fair districts or Legislative branches.	01	Appointment Date	Standard	60 days from appointment date
Enrollment of self, or self and dependents, after coverage as a dependent terminates for any reason (e.g., divorce, loss of spouse, etc.) **except voluntary cancellations.**	05	Date other coverage ended	Standard	60 days from event
Enrollment of employee who was off active pay status during entire open enrollment period (includes return from military leave).	07	Date of return to pay status	Standard	60 days from return to active pay status
Enroll or change from prepaid to indemnity plan after completion of required prepaid restriction period (includes CAHP and CCPOA plans).	08	Date prepaid restriction period ends	Standard	60 days from date prepaid restriction period ends

Dental Program
Family Member Additions

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Add upon return to active pay status after being off during entire open enrollment period (includes return from military leave).	15a	Date of return to pay status	Standard	60 days from event
Change of custody or adding child who has become economically dependent on employee including economic dependency created through a court order.	16	Date of custody change or economically dependent child is acquired	Standard	60 days from event
New spouse, domestic partner and/or stepchild(ren) to a one party enrollment.	17a	Date family member acquired	Standard	60 days from event
Spouse, domestic partner and/or dependents that lost coverage to a one party enrollment **(except voluntary cancellations).**	17b	Date other coverage ended	Mandatory (*)	60 days from event
Return from military leave.	18	Date of return	Standard	60 days from event
Newborn, adopted child, or a child at each birthday through age 6 to a one party enrollment.	19	Date of birth, physical custody or birthday until age 6	Standard	60 days from event
New spouse, domestic partner and/or stepchild(ren) to a two or more party enrollment.	21a	Date family member acquired	Standard	60 days from event
Spouse, domestic partner and/or dependents that lost coverage to a two or more party enrollment **(except voluntary cancellations).**	21b	Date other coverage ended	Mandatory (*)	60 days from event
Newborn, adopted child, or a child at each birthday through age 6 to a two or more party enrollment.	22a	Date of birth, physical custody or birthday until age 6	Standard	60 days from event

(*) For the addition of a domestic partner or same-sex spouse being claimed as a dependent for dental benefits the party code would say "A" for a party code of 2 or "B" for a party code of 3 or more. A or B party codes are used only if the domestic partner or same-sex spouse are not being claimed as an economic dependent by the employee.

Dental Program
Deletion of Children

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Change in custody.	23a	Date custody changed	Mandatory (*)	No time limit
Obtains other group coverage (NOT State-sponsored plan).	23b	Date other coverage begins	Standard	No time limit
Child entering military service.	26a	Date of entry	Mandatory (*)	No time limit
Death of child (Mandatory Deletion) May be done administratively upon seeing a death certificate.	26c	Date of death	Mandatory (*)	No time limit
Child's 26th birthday, unless disabled (Mandatory Deletion).	26d	26th birthday	Mandatory (*)	No time limit
Child enrolling as an employee in State-sponsored dental plan (Mandatory Deletion).	26e	Day before new coverage begins	Mandatory (*)	No time limit
Child no longer economically dependent (Mandatory Deletion).	26f	Date of change in dependency	Mandatory (*)	No time limit
Child under age 6 (may not re-enroll until open enrollment or at each birthday until age 6).	26g	Date document signed	Standard	Up to age 6

(*) No time limit but document should be processed promptly. Employees will be responsible for any claims incurred on or after the effective date for retroactive mandatory deletions.

Dental Program
Deletion of Spouse

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Spouse or domestic partner obtains other group coverage (NOT State-sponsored plan).	24a	Date other coverage begins	Standard	No time limit
Spouse or domestic partner moves out of household (may not re-enroll as dependent until open enrollment).	24b	Date of move	Standard (***)	No time limit (Not COBRA eligible)
Divorce or termination of a domestic partnership. May be done administratively. (May include deletion of step children [divorce] or economically dependent children [Domestic Partnership] on same document).	27a	Date of divorce	Mandatory (*) (**)	No time limit (spouse eligible for COBRA)
Death of Spouse or domestic partner (Mandatory Deletion) May be done administratively upon receipt of a death certificate.	27b	Date of Death	Mandatory (*)	No time limit
Spouse or domestic partner entering military service.	27c	Date of entry	Standard	No time limit
Spouse or domestic partner enrolling as an employee in a State-sponsored plan (Mandatory Deletion).	27d	Day before new coverage begins	Mandatory (*)	No time limit

(*)   No time limit but document should be processed promptly. Employees will be responsible for any claims incurred on or after the effective date for retroactive mandatory deletions.

(**)   Requires copy of final divorce decree, dissolution of marriage court document, or termination of domestic partnership documentation, which should be maintained in the employee's personnel folder.

(***) Not applicable in the event of a pending divorce, separation or annulment.

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
New enrollment.	04	June 30 or December 31	First of the month after the STD. 692 is received by the employing department. (NOTE: Effective date can be no earlier than February 1 or August 1)	60 days from the end of the control period
Employee Appointed P.I. reinstatement from retirement to active P.I. employment status.	04a	Date of reinstatement from retirement	First of the month following reinstatement date	60 days from reinstatement date
Cancellation due to loss of eligibility.	39	June 30 or December 31	August 1 or February 1	60 days from the event (eligible for COBRA)

Dental Program
Miscellaneous Enrollment and Deletion

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Deleting all family members (no reason for request needed) on a current basis only.	25	Date STD. 692 signed	Standard (*)	No time limit
Employee and/or dependent enrolled but not eligible or dual and/or split coverage exists.	42	Date of original enrollment or dual and/or split coverage began	Date of original enrollment or dual and/or split coverage (**)	No time limit
Newly hired eligible employees terminated due to layoff then re-hired within 36 months under stated policy conditions.	01a	Date of rehire	Standard	60 Days from rehire date

(*) Employee may not re-enroll dependents until open enrollment period.

(**) May be done as an administrative document. The employee must be notified regarding this change and will not be allowed to enroll in a dental plan until the next scheduled open enrollment.

Dental Program
Change of Dental Plan

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Upon return to active pay status after being off during the entire open enrollment period.	31	Date of return to active pay status	Standard	60 days from event
Moving out of group practice plan or service cancellation.	34	Date of move or service change	Standard (**)	31 days prior to move; no time limit after move
Moving into group practice plan service area or service added.	35	Date of move or service change	Standard	31 days prior to event; 60 days after event
Change in bargaining unit or employee designation **and** new dental plan options available or change required. Permitted if under the first 24 months of State service or required per MOU.	40	Effective date of change	Standard (*)	No time limit

(*) No time limit but document should be processed promptly. The Personnel should ensure that employees who transfer in from another department or have a CBID change are enrolled in the correct dental plan based on their CBID, e.g., State Plan or Union Plan.

(**) Includes service cancellation or dental office(s) no longer taking new patients..

Dental Program
Open Enrollment Period

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
New Enrollment.	03	First day of open enrollment period for all open enrollment transactions.	January 1st of the following year for all open enrollment transactions	Refer to specific open enrollment instructions which are provided to departments prior to the open enrollment period
Addition/deletion of a dependent(s).	15	First day of open enrollment period for all open enrollment transactions.	January 1st of the following year for all open enrollment transactions	Refer to specific open enrollment instructions which are provided to departments prior to the open enrollment period
Change of plan.	28	First day of open enrollment period for all open enrollment transactions.	January 1st of the following year for all open enrollment transactions	Refer to specific open enrollment instructions which are provided to departments prior to the open enrollment period
Change of plan and addition/deletion of dependent(s).	29	First day of open enrollment period for all open enrollment transactions.	January 1st of the following year for all open enrollment transactions	Refer to specific open enrollment instructions which are provided to departments prior to the open enrollment period
Voluntary (**)	41	First day of open enrollment period for all open enrollment transactions.	January 1st of the following year for all open enrollment transactions	Refer to specific open enrollment instructions which are provided to departments prior to the open enrollment period

(*)   Permitting Event Code 29 may be done on one document.

(**) Use this code when cancelling dental and enrolling into FlexElect or CoBen Cash. Submit dental cancellation form and FlexElect/CoBen Cash enrollment forms **stapled** together as a package to SCO.

Dental Program
Cancellation of All Coverage

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Voluntary.	36a	Date signed	Standard (*)	No time limit
Employment status changes to less than one-half time.	38	Date status changes	1st day of the second month following the event	No time limit (eligible for COBRA)

(*) Employees who voluntarily cancel dental coverage may not re-enroll in a dental plan until a dental open enrollment period, unless there is a family status change. If employee is enrolling in FlexElect Dental Cash Option, the cancellation effective date **must be** the same as the FlexElect effective date.

Dental Program
Dependent Re-verification

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Employee deleting a dependent due to not providing documentation to verify eligibility status	13d	Verification deadline date	Mandatory Deletion	First day of the month following event
Employee re-enrolling a dependent who has verified to remain as a dependent and was previously deleted after the dependent deletion due to untimely verification	13a	Verification received date	Mandatory Re-Enrollment	First day of the month following received date