

**State of West Virginia • Public Employees Insurance Agency
Change-In-Status Form**

**Change in
Status**

Complete this form to change the status of your coverage. Complete all sections as appropriate except the Employer Information on page 2 and return the form to your benefit coordinator.

| | | | | |
|--|---|------|------------------------------|-----------------------------|
| Name (Last) | (First) | (MI) | (Generation: Jr., Sr., etc.) | Social Security Number |
| Street Address | Check if New Address <input type="checkbox"/> | | County of Residence | Home Phone () |
| City | State | Zip | Job Title | Work Phone () |
| Do you participate in the IRS Section 125 Premium Conversion Plan sponsored by PEIA, if available? | | | | |
| | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

CHANGE TYPE Please indicate the status change you are making:

- 001 Name Change: Policyholder Dependent (Last) _____ (First) _____ (MI) _____
- 002 Transfer employee's premium billing from employer account # _____ to account # _____ **within the same agency**
- 003 Add Dependents to: (Mark your choice) Health Dependent Optional Life Insurance (check one) Plan 1 Plan 2 Plan 3 Plan 4 Plan 5
(Complete dependent information below. If not in the initial enrollment period, Evidence of Insurability is required for life insurance.)
- 004 Remove Dependents from: (Mark your choice and complete dependent information below) Health Dependent Optional Life Insurance
- 005 Change in health coverage: From: (Plan Name) _____ To: (Plan Name) _____
- 006 Add Health Coverage: PEIA PPB Plan A PEIA PPB Plan B PEIA PPB Plan C PEIA PPB Plan D
 Health Plan HMO Plan A Health Plan HMO Plan B Health Plan PPO
- 007 Drop Health Coverage. Keep life insurance ONLY. This terminates health coverage for policyholder and all dependents.
- 008 Tobacco Status Change.
- 009 Advance Directive/Living Will Affidavit Change.

| Dependent Name (Last, First, MI, Generation) | Address (if different from above) | Relationship (Circle One) | Sex (Circle One) | Birth Date (mm/dd/yyyy) | Social Security Number |
|--|--------------------------------------|------------------------------|---------------------|----------------------------|------------------------|
| | | SP CH | M F | | |
| | | SP CH | M F | | |
| | | SP CH | M F | | |
| | | SP CH | M F | | |

Status Change Reason. Policyholder must provide documentation for every type of status change. See attached memo for details.

| | | | | | |
|---|----------------|---|---|----|---|
| 1 | | 5 | | 9 | |
| | Marriage | | Death of spouse or dependent | | Change from full-time to part-time employment or vice versa for employee, spouse or dependent |
| 2 | | 6 | | 10 | |
| | Divorce | | Beginning or end of spouse's or dependent's employment | | Open Enrollment |
| 3 | | 7 | | 11 | |
| | Birth of Child | | Significant change in health coverage due to spouse's or dependent's employment | | Other (please specify): _____ |
| 4 | | 8 | | | |
| | Adoption | | Unpaid leave of absence by employee, spouse or dependent | | |

I certify that on ____/____/____ (date of event) I incurred the status change marked above, and I, therefore, wish to change my plan benefits as indicated. I understand that the change requested must be consistent with the event. I further understand that I am required to provide documentation of this event to the WV Public Employees Insurance Agency.

This form is continued on page 2. You must complete and return both pages of the form for it to be valid. Please continue.

Change in Status Form

Page 2

Policyholder's Last Name: _____ Last four digits of SSN: _____

COBRA

Under Federal COBRA law, PEIA must offer continued coverage to qualified policyholders or dependents under certain circumstances. If you qualify, you will be sent notification with the necessary applications by HealthSmart Benefit Solutions, who administers COBRA for the PEIA. You will have a limited amount of time to elect continuation of coverage. If dependent's address is different than the policyholder's address, please provide the dependent's address here:

Dependent Name: _____

Street Address: _____

City, State, Zip _____

Premium Discount Affidavits

Tobacco Affidavit: Mark which members of the family (if any) use tobacco and sign the acceptance box below. If no one enrolled on your coverage uses tobacco, you will receive a premium discount on your health coverage and/or optional life insurance. I acknowledge by signing the Acceptance box below that WVPEIA or its agents have access to my medical records to check my tobacco use status.

Who uses tobacco: Policyholder Dependent (spouse and/or children) No Tobacco Users within the last six (6) months

Living Will Affidavit: PEIA offers a premium discount to health policyholders who have executed a Living Will/Advance Directive. If you have a valid living will, please check the box beside the statement below and sign the form in the Acceptance box below.

By checking this box, I acknowledge that I have executed a valid Living Will or advance directive, and that I have discussed its contents with the appropriate parties, including my family and my health care provider.

Acceptance

I hereby accept the changes to my group coverage I have indicated above. I understand that the PEIA may change the types or levels of benefits or the amount of contribution, and that the changes I have made may affect my contributions. I certify that the above information is true and correct and understand that providing false information on this form is illegal and that those who provide false information may be prosecuted. I hereby consent, for myself and my covered dependents, to the release to PEIA and to the plan I have selected, of all medical and prescription drug information needed to process claims, determine coverage, review utilization, investigate complaints, assess quality of care, evaluate plan performance or any other process involved in my treatment, payment of claims or health care operations.

Employee's Signature: _____

Date: _____

Employer Information -- TO BE COMPLETED BY AGENCY BENEFIT COORDINATOR

Account Number

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Agency Name (optional): _____

Effective Date of Status Change

| | | | | | | | | | |
|--|--|---|--|--|---|--|--|--|--|
| | | / | | | / | | | | |
|--|--|---|--|--|---|--|--|--|--|

Index Code

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I hereby certify that, to the best of my knowledge, the information contained herein is accurate. I further certify that the applicant meets the minimum eligibility requirements for the Public Employees Insurance Plan.

Authorized Signature: _____

Date: _____

Please submit only the original to PEIA

Revised May 26, 2015

WV PEIA CHANGE IN STATUS

1. COMPLETE AND RETURN WITH REQUIRED DOCUMENTATION
OR
2. Log on to the WV PEIA website, select "Manage My Benefits"
Create your Account (if have not already created an account)
Make desired changes
Upload documentation
REMEMBER, IF ENROLLING IN A PEIA PPB PLAN, LOOK CLOSELY AT THE HEALTHY TOMORROWS
PROGRAM REQUIREMENTS IN THE FRONT OF THE SHOPPERS GUIDE.

| STATUS CHANGE EVENT | DOCUMENTATION REQUIRED |
|--|---|
| Divorce | First and Last page of the signed divorce decree. |
| Marriage | Copy of valid marriage license/certificate. |
| Birth of Child | Copy of child's birth certificate. |
| Adoption | Copy of adoption papers |
| Adding dependent coverage | Copy of child's birth certificate |
| Open enrollment for spouse | Copy of printed material showing enrollment dates w/ employer name |
| Death of spouse/dependent | Copy of death certificate |
| Beginning of spouse employment | Letter from employer stating hire date, date of insurance, coverage, dependents covered |
| End of spouse employment | Letter from employer stating term date, date of lost coverage, dependents covered |
| Change in health coverage due to spouse's employment | Letter from insurance carrier indicating the change in coverage, the effective date of the change, dependents covered |
| Unpaid leave of absence | A letter from your, your spouse's, or dependent's personnel office stating date went or returned from unpaid leave |
| Change from FT to PT dates. | A letter from your, your spouse's, or dependent's employer stating the previous hrs and new hrs worked and effective dates. |