BN – ENROLLMENT CODE / ENROLLMENT REASON JOB AID   (KB 17490)

New enrollments or changes to existing enrollments can only occur if an employee is eligible for coverage and they have completed applications or enrolled on line on a timely basis as a New Hire, Transfer, during It's Your Choice, or due to a Qualifying Event. This information is critical to ensure coverage is added on a timely basis, and to avoid potential issues or delays with claims.

ENROLLMENT CODE: The Enrollment Code signifies the **action** you are taking.

Add Coverage	Typically used when enrolling for a Benefit Plan for the first time. This will include New Hires, It's Your Choice, a month in advance of retirement, Evidence of Insurability approval, Re-Enrollment when employees return from Leaves of Absence, reinstatements when rehired within 30 days, and for Qualifying Events such as birth, adoption, marriage, etc.
Cancel Coverage	This code is used when voluntarily canceling coverage when an employee goes on an unpaid leave, if terminating employment, retire, death, reach the limiting age of a policy, or voluntarily if a plan is paid post-tax. This code is also used when employees choose to eliminate coverage due to Qualifying Events such as a divorce, moving to the less than half time rate, becoming eligible for other coverage, approved for a non-ICI disability, death, It's Your Choice, or for non-payment of premium.
Add Dependent	Typically used if the employee is already enrolled for at least single coverage and has acquired a new dependent via marriage, adoption, paternity, birth, legal guardianship, or National Medical Support Notice. It is also used when a dependent has lost other coverage, is over age 26 and has become disabled, or was omitted from the original enrollment application. Dependents can also be added if an employee becomes eligible for the employer share of the premiums paid, or during It's Your Choice.
Remove Dependent	This code is used if an employee wants to retain at least single coverage and remove 1 or more dependents due to It's Your Choice, divorce, death, dependent reaching age 26, a grandchild's parent has reached age 18, or a legal guardianship is dissolved. It can also be used if a dependent becomes eligible for other insurance, there's a premium increase, or the employee voluntarily chooses to *and* they are paying for the insurance post tax.
Change Benefit Plan	This code is used when an employee has moved out of the service area, during It's Your Choice, they have reached age 70 and covered under SGL, or they are voluntarily making a change to a post-tax plan. Changes in Benefit Plan can also accompany any Qualifying Event where the employee is adding coverage or dependents, if there is an increase in employer contribution, or an approved Evidence of Insurability letter has been received from a vendor.

ENROLLMENT REASON: The Enrollment Reason tells the vendor **why** the employee is eligible to enroll, add or remove a dependent, or change their existing Benefit Plans. Choose the appropriate value from the drop-down menu. A more detailed list of when to use each combination, any required forms and deadlines, and the date to use for an ADM Event can be found in KB 17490.