EMPLOYMENT ENDS FOR SPOUSE OR CHILD BENEFIT AID – Endowed

The purpose of this Benefit Aid is to provide you with specific details about the action you may need to take to update your benefits due to your spouse and/or dependent child’s employment ending. You have 60 days from the date your spouse and/or child’s employment ends to enroll in or make changes to the endowed health, dental, and Group Universal Life (GUL) Insurance and Legal Plan Insurance. You may also be able to make changes within 60 days to your Medical Care Flexible Spending Account and Dependent Care Flexible Spending Account. If you were not previously enrolled in health and/or dental plan(s), you must complete a paper enrollment form. You must provide documentation to complete the health/dental enrollment.

Key Points

- You have 60 days from the date of your spouse or dependent child loses employment to enroll or add them to the endowed health and dental plans. You must provide documentation to complete the enrollment.
- Health Insurance effective date: If you make a change to your coverage due to a qualifying event and it falls within a pay period, the effective date is the qualifying event date and the deduction date is the first day of the pay period following the qualifying event. If the qualifying event falls on the first day of a pay period, the effective date is the qualifying event date and deduction date is the first day of the pay period following the qualifying event.
- Dental Plan effective date: If you experience a qualifying event and make a change to your coverage that falls within a pay period, the effective date of coverage and the deduction date for your dental plan is the first day of the pay period following your date of hire. If the qualifying event falls on the first day of a pay period, the effective date of coverage and the deduction date is the same as the qualifying event.
- You may enroll or increase life insurance coverage for your spouse up to $20,000 without medical underwriting. This must be done within 60 days of employment ending.
- You have 60 days from the date your spouse’s employment ends to enroll or change your Medical Care Flexible Spending Account and Dependent Care Flexible Spending Account.
- You have 60 days from the date your spouse’s or dependent child’s employment ends to enroll in or cancel coverage in the Legal Plan Insurance.
- You are also eligible to enroll or change Personal Accident Insurance (PAI), Health Savings Account (HSA), NY 529 College Savings, Auto/Home/Pet Insurance, Tax Deferred Annuity Plan (TDA), the 457(b) Plan and/or consider updating your beneficiaries.
If you need further information please see the Endowed Employment Ends for Spouse or Child Benefit Aid. You may also contact Benefit Services at (607) 255-3936 or by email at benefits@cornell.edu.

**Time Sensitive Changes – Within 60 Days**

**HEALTH PLAN (60-DAY DEADLINE APPLIES)**
You may enroll in or change health and/or dental coverage and add your spouse or child due to their loss of employment.

- You need to enroll the spouse or child within 60 days from the date employment ends.
- You must provide a copy of documentation validating the employment ending.
- You must provide copies of required documentation to Benefit Services. Refer to “What do I need to do to enroll?” in this Benefit Aid.

**Note:** For more information on your health and/or dental plans please refer to: https://www.hr.cornell.edu/benefits/health/

**Additional Information**

- Find Out: [Who is eligible?](#)
- Find Out: [What is a dependent child?](#)
- Find Out: [What do I need to do to enroll?](#)
- Find Out: [How does the dual eligibility health rate change?](#)
- Find Out: [How do I obtain a Summary of Benefits and Coverage (SBC)?](#)
- Find Out: [What is my Aetna effective date of coverage and deduction date?](#)
- Find Out: [What is my dental effective date of coverage and deduction date?](#)

There is more information about the health and dental insurance available [here](#).

**FLEXIBLE SPENDING ACCOUNTS (60-DAY DEADLINE APPLIES)**

- [Medical Care](#)
- [Dependent Care](#)

**GROUP UNIVERSAL LIFE (GUL) (60-DAY DEADLINE APPLIES)**

This is a good time to review your coverage under the [Group Universal Life (GUL)](#) Insurance.

**LEGAL PLAN INSURANCE (60-DAY DEADLINE APPLIES)**

The [Legal Plan Insurance](#) is available to you, your spouse, domestic partner and eligible dependent children.

**Benefits you can change at any time**

You may also be eligible to enroll, or change at any time:

- [Auto/Home/Pet Insurance](#)
- [Basic Life Insurance Beneficiaries](#)
Health Savings Account
New York State 529 College Savings Plan
Personal Accident Insurance (PAI)
Retirement Beneficiaries
Tax Deferred Annuity (TDA)
457(b) Deferred Compensation Plan

Health and Dental Plans

WHO IS ELIGIBLE?
Your dependents can be covered under your plan. You may enroll the following dependents:
- Your dependent children
- Your legal spouse
  or
- Your domestic partner who meets the criteria set forth in the Statement of Domestic Partnership

WHAT IS A DEPENDENT CHILD?
To be eligible a dependent child must be under age 26, and one of the following:
- Your legally adopted child
- Your biological child
- Your step child
- Your domestic partner’s child
- A child for whom you are responsible under a court order*
- Your grandchild in your court ordered custody*
- Any other child who lives with you in a parent-child relationship.*
- Other children who are chiefly dependent on you and for whom you have assumed legal responsibility in place of the parent also are eligible.*

Note: Children marked with an * above require completion of a Special Dependent Form. https://www.hr.cornell.edu/benefits/health/special_dependent_enrollment_form_revised_10_10.pdf

WHAT DO I NEED TO DO TO ENROLL?
If you are currently enrolled in a health or dental plan, you can change your enrollment online, but to complete your health plan enrollment, you must send copies of any required documentation to Benefit Services, 395 Pine Tree Road, EHOB, Suite 130 within the 60 day deadline.

If you are not currently enrolled in a health or dental plan, online enrollment is not possible. You are required to complete an enrollment form and provide copies of required documentation. Please complete and return the applicable form(s) to Benefit Services, 395 Pine Tree Road, EHOB, Suite 130 within the 60 day deadline. You can locate the enrollment forms at the following link: https://hr.cornell.edu/benefits/health
WHAT IS MY AETNA EFFECTIVE DATE OF COVERAGE AND DEDUCTION DATE?
If you make a change to your health plan coverage that falls within a pay period, the effective date is the qualifying event date and deduction date is the first day of the pay period following the qualifying event. If the qualifying event falls on the first day of a pay period, the effective date is the qualifying event date and deduction date is the first day of the pay period following the qualifying event. To review examples, please refer to:
https://www.hr.cornell.edu/benefits/health/aetna_dates.pdf

WHAT IS MY DENTAL EFFECTIVE DATE OF COVERAGE AND DEDUCTION DATE?
If you make a change to your dental plan coverage that falls within a pay period, the effective date and deduction date is the first day of the pay period following the qualifying event. If the qualifying event falls on the first day of a pay period, the effective date and the deduction date is the date of the qualifying event. For more information and to review examples, please refer to: https://www.hr.cornell.edu/benefits/health/dental_eye.html.

You are required to provide copies of documentation to substantiate your and your dependent’s eligibility for health and dental coverage. Coverage will not be in effect until Benefit Services receives your enrollment and required documentation within the 60 day deadline.

Required Documentation
This documentation is required for health AND dental enrollments as noted below.

- Copy of social security card (or ITIN-Individual Taxpayer Identification Number for non-US citizens) for all covered dependents, including yourself, spouse/domestic partner if adding to the coverage
- You must provide a copy of documentation validating the employment ending;
- A copy of documentation validating date employment ended;
- A copy of the marriage certificate if enrolling a spouse;
- A copy of birth certificate (or Visa/Passport accepted for non-US citizens) for child(ren), if adding to coverage;

HOW DOES THE DUAL ELIGIBILITY HEALTH RATE CHANGE?
The Dual Eligibility Category is available to an endowed staff or faculty member with a dependent child(ren) whose spouse or domestic partner is also a benefits eligible staff or faculty member in an endowed unit of Cornell University. When you remove a dependent from your health coverage, if it’s the last dependent child, you are no longer eligible for the dual eligibility health rate. For more information on the Endowed Health Rates, please refer to the following link: https://hr.cornell.edu/benefits/health
**HOW DO I OBTAIN A SUMMARY OF BENEFITS AND COVERAGE (SBC)?**
The Summary of Benefits and Coverage (SBC) is a standardized comparison document that is required by the Patient Protection and Affordable Care Act (PPACA). All insurance plans are required to produce SBCs based on a uniform template.

The purpose of an SBC is to give people straightforward information about a health insurance plan’s benefits. It is meant to help consumers compare plans and make appropriate coverage decisions. There are also cost sharing examples to assist in your understanding of plan benefits. One example is for the delivery of a baby and a second on managing diabetes. [https://hr.cornell.edu/benefits/health/end_sbc.html](https://hr.cornell.edu/benefits/health/end_sbc.html)

**Flexible Spending Account: Medical Care**
- The medical care account is money that you set aside on a pre-tax basis for medical expenses not covered by health, dental and vision insurance for family members who are your tax dependents.
- The IRS does not recognize same-sex or domestic partners as tax dependents so changes to an FSA enrollment or enrollment in an FSA account, do not apply.
- You have 60 days from the date employment ended for your spouse (not child) to stop or decrease the annual amount in an existing account (decrease in annual amount cannot be less than current year-to-date contribution amount).
- You may also enroll or increase the annual amount in an existing account if your spouse covered your medical expenses under his/her account. The change that you make to the account must be consistent with the qualifying event.
- If you are not currently enrolled, the effective date is the date employment ended; if you are making changes to an existing account, the original effective date will remain in effect.
- You must supply proof from your spouse’s employer (on employer letterhead) verifying that employment has ended.
- If the enrollment will occur between October and December, please contact Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu for advice on how to proceed with enrollment or the change to the account.

**General Plan Information**
- The maximum annual amount that you can set aside on a pre-tax basis is $2,550.
- You must enroll each year; enrollment does not continue from year to year.
- This is a use-it-or-lose–it account – this means that if you do not use the money in your account during the plan year that you lose it.
- Additional information and plan booklet can be found at: [https://hr.cornell.edu/benefits/fsa.html](https://hr.cornell.edu/benefits/fsa.html)
Flexible Spending Account: Dependent Care

- With this account, you reimburse yourself with before-tax dollars to pay for dependent care expenses you incur in order to work. (If you are married, the expenses must be incurred in order to allow you and your spouse to work or look for work.)
- You have 60 days from the date employment ended for your spouse (not child) to stop or decrease the annual amount in an existing account (decrease in annual amount cannot be less than current year-to-date contribution amount).
- You may also enroll or increase the annual amount in an existing account if your spouse covered dependent care expenses under his/her account. The change that you make to the account must be consistent with the qualifying event.
- If you are not currently enrolled, the effective date is the date employment ended; if you are making changes to an existing account, the original effective date will remain in effect.
- You must supply proof from your spouse’s employer (on employer letterhead) verifying that employment has ended.
- If the enrollment will occur between October and December, please contact Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu for advice on how to proceed with enrollment.

General Plan Information

- The dependent care account is money that you set aside on a pre-tax basis for day care expenses for child(ren) under the age of 13 who are your tax dependents.
- The maximum annual amount that you can set aside on a pre-tax basis is $5,000 per household.
- If you have received a child care grant, you must take the grant amount into consideration when you enroll (e.g., $4,000 grant award and your payroll contributions of $1,000 must not exceed $5,000 annual dependent care maximum).
- Cornell University’s Child Care Grant Program helps faculty and staff pay for child care expenses by granting awards of up to $5,000 a year, tax-free. Child Care Grant information can be found at: https://hr.cornell.edu/life/support/child_care_grant.html
- You must enroll each year; enrollment does not continue from year to year.
- This is a use-it-or-lose–it account – this means that if you do not use the money in your account during the plan year that you lose it.
- Additional information and plan booklet can be found at: https://hr.cornell.edu/benefits/fsa.html

Group Universal Life

- Loss of employment is considered a Life Status Change. This allows you to enroll or increase your spouse’s coverage, without medical underwriting, for up to $20,000 in $10,000 increments within 60 days of the loss of employment.
- If your spouse was also a Cornell employee and had GUL coverage, you may move your spouse’s coverage to your policy and cover them as a spouse. This would allow their
premiums to be based on active rates as opposed to ported rates if they converted their own policy to an individual policy. Covering them as a spouse under your policy, limits their coverage amount to $250,000 in $10,000 increments.

- You may need to review your beneficiary designations. You can access the Cigna Trusted Advisor to make these changes via Workday>Benefits>Life Insurance – active.

Legal Plan Insurance

- Enrollment in the Legal Plan provides affordable, flexible legal coverage associated with the cost of attorney fees. Coverage includes spouse/domestic partners and eligible dependents. To enroll via Workday>Benefits>Legal Plan Insurance.

- Should you wish to cancel your coverage, please call 1-800-247-4184.

Auto/Home/Pet Insurance

If you have coverage through Mercer Voluntary Benefits, you should contact them to adjust your policy. For more information, you can access the Mercer website to make these changes via Workday>Benefits>Auto/home/pet insurance.

Basic Life Insurance Beneficiaries

You can access the Cigna Trusted Advisor to make these changes via Workday>Benefits>Life Insurance – active.

Health Savings Account (HSA)

You may enroll or change your contribution to the Health Savings Account at any time. The HSA includes a health savings account and a high deductible health plan administered by Aetna. You are able to change your contributions to the health savings account at any time. (This is not the same as the Cornell Flexible Spending Account and requires enrollment in the Health Savings Account Health Insurance plan).

https://www.hr.cornell.edu/benefits/health/

New York’s 529 College Savings Program

You may open a College Savings Program for your dependent children at any time. Payroll deduction for this plan is also available. To enroll, go to Workday>Benefits> New York’s 529 College Savings Program. Once you’ve enrolled, use the Payroll Electronic Deposit Authorization Form to request payroll deduction:

https://www.hr.cornell.edu/benefits/education/college_savings.html

Personal Accident Insurance (PAI)

- You may enroll or change your Personal Accident Insurance at any time;

- If your spouse was also a Cornell employee and had PAI coverage, you may move your spouse’s coverage to your policy and cover them as a spouse. This would allow their premiums to be based on active rates as opposed to converted rates if they converted
their own policy to an individual policy. Covering them as a spouse, limits their coverage to half of your coverage amount to a cap of $250,000.

- You can access the Cigna Trusted Advisor to make these changes via Workday>Benefits>Personal Accident Insurance (PAI).

**Retirement Plan Beneficiaries**

Contact the retirement plan investment vendors to update your beneficiaries:

- TIAA-CREF: 800-842-2776
- Fidelity Investments: 800-343-0860
- Voya: 800-677-4636
- MetLife: 800-560-5001
- VALIC: 800-448-2542

**Tax Deferred Annuity (TDA) Plan**

You may enroll or change your participation in the Tax Deferred Annuity Plan any pay period. If you are already enrolled, you can change your contribution amount and/or the investment vendor. If you are not enrolled and want to start making contributions, then you need to elect the amount of your contribution and investment vendor and funds. Contributions are subject to IRS limits and may change each calendar year. For more information on the TDA Plan, refer to: [https://hr.cornell.edu/benefits/retirement/tda.html](https://hr.cornell.edu/benefits/retirement/tda.html)

**457(b) Deferred Compensation Plan**

You may enroll or change your participation in the 457(b) Plan any pay period if you meet the eligibility requirements (for higher-paid employees). If you are already enrolled, you can change your contribution amount. If you are not enrolled, then you will need to elect the amount of your contribution and set up your account with the investment vendor, TIAA-CREF. Contributions are subject to IRS limits and may change each calendar year. TIAA-CREF’s microsite for enrollment and contact information can be found in Workday under External links or here: [https://www.hr.cornell.edu/benefits/retirement/tda.html](https://www.hr.cornell.edu/benefits/retirement/tda.html)