

BENEFIT CHANGE FAQ'S

Can I make changes to my benefits during the plan year?

If the benefit's premium is paid through Section 125 Cafeteria plan, (Health, Dental, Vision, Cancer, FSA, and HSA), you may only make changes if there is a change in family status event. These events include:

- A divorce
- The death of a child or spouse
- The birth of a child
- The legal adoption of a child
- Change in custody of a child
- FMLA leave of absence
- Open enrollment
- Change or loss of employment by employee, spouse or dependent, which results in a gain or loss of coverage
- Court ordered medical support
- Dependent child exceeds the age limit of 26 (removed from parents insurance)

Group term life and disability insurance may be canceled at anytime. Contact the Employee Benefits office for instruction on how to request a change to your benefit election at 407-0187.

How do I make changes to my benefits if I have a family status event?

If you have a change in family status event, you must notify the Employee Benefits office within 31 Calendar days of the event. You will need to submit the required form for each benefit along with the Cafeteria plan change form. You will also need to provide the supporting documentation for verification of the event. Forms may be found on the NEISD "BENEFITS" web page or you may contact the Employee Benefits office for more instructions at 407-0187.

Where can I find Benefit Forms?

All NEISD benefit forms can be found on the Benefit Forms Page at:
<https://www.neisd.net/Page/23953>

How do I submit my forms?

You may submit your forms directly to the Employee Benefits office using, fax (804-7014), email, (eb@neisd.net), U.S. Postal mail (8961 Tesoro #209 SATX, 78217), the District pony mail system, or hand deliver to the RAMEC building in suite 209. If you fax or email your forms, you do not need to send original documents separately. Please do not take pictures of the documents you are emailing. They do not print well. Please keep in mind, we must receive and date stamp your forms within the 31 calendar day deadline. The Employee Benefits office cannot receive documents on weekends, holidays, or after business hours.

What if I don't have a family status change

If you do not have a family status change, you will need to make your changes during the District's annual open enrollment in October.