

Garland ISD – Mid-Year Benefit Changes Guide: To CANCEL benefits and/or participants choose an event for details:

General Submission Instructions (Applies to ALL events)

- Submit paperwork within the **31-day election window**.
- Submission methods:
 - Email: benefits@garlandisd.net (*confirmation provided*)
 - School Mail: Benefits, Box 108
 - Fax: 972-485-4931
 - Drop Off: Harris Hill Building, 501 South Jupiter Road
 - Mail: Garland ISD, 501 S Jupiter Rd, Garland TX 75042, Attn: Benefits

Required Forms (for all events)

- **Garland ISD Benefits Change Form** – dental, vision, FSA changes
 - **TRS-ActiveCare Application** – medical changes
-

Life Events

Gain of Other Coverage

(Includes: Spouse New Employment, Spouse Open Enrollment, ACA Plan)

Election Window

- 31 days from the date new coverage is effective

What Can Be Cancelled

- Employee may cancel benefits for self and/or family members who gained other coverage

Effective Date of Cancellation

- First of the month following the date paperwork is received by GISD Benefits
- Actual date depends on when paperwork is received relative to the event

Documentation

- Proof of new coverage including:

- Effective date
 - Individuals covered
 - Benefits gained
-

Marriage (Gaining Coverage Through Spouse)

Election Window

- 31 days from the date new coverage is effective

What Can Be Cancelled

- Employee may cancel coverage for self and/or children who gain coverage through spouse

Effective Date of Cancellation

- First of the month following receipt of paperwork

Documentation

- Proof of new coverage including:
 - Effective date
 - Individuals covered
 - Benefits gained
-

Divorce

Election Window

- 31 days from date of divorce

What Can Be Cancelled

- Coverage for ex-spouse and stepchildren
- Coverage for children (if decree assigns coverage to other parent)

Effective Date of Cancellation

- First of the month following the divorce effective date

Documentation

- Divorce decree including:
 - Parties to the divorce
 - Judge signature and effective date
 - Responsibility for children's coverage (if applicable)
-

Medicare Eligibility

Election Window

- 31 days from Medicare effective date

What Can Be Cancelled

- Coverage for employee and/or spouse enrolling in Medicare

Effective Date of Cancellation

- First of the month following receipt of paperwork

Documentation

- Copy of Medicare card
-

Medicaid / CHIP Eligibility

Election Window

- 31 days from coverage effective date

What Can Be Cancelled

- Coverage for individuals gaining Medicaid/CHIP

Effective Date of Cancellation

- First of the month following receipt of paperwork

Documentation

- Medicaid/CHIP approval showing:
 - Covered individuals
 - Effective date

Death of a Dependent

Election Window

- 31 days from date of death

What Can Be Cancelled

- Coverage for deceased dependent

Effective Date of Cancellation

- Date of death

Documentation

- Certified death certificate