

# —SPS ALERT—

## SPS Special Alert 152:

### Notice to ABCs on COVID-19 Mid-Year Benefit Changes

*Release date: 5/28/2020*

Due to IRS changes during the COVID-19 situation, the State Employee and Retiree Health and Welfare Benefits Program is pleased to extend certain mid-year election changes. The employees will get a direct email explaining these changes on DATE, see the attached employee notification.

ABCs should be available to employees to assist with these changes. Agencies must notify employees on how to contact their ABC if they haven't already. Additional reminders to employees are highly recommended.

#### **IMPORTANT Information for ABCs:**

We are highlighting certain information here, but all ABCs should read the attached employee notification.

- Changes may be processed between **today and July 31, 2020** and remain in effect through December 31, 2020. Use Benefit Event Type: Employee: Mid-Year Election Change (COVID)

#### **Employees may make the following Medical and Prescription Drug changes ONLY:**

- make a new election for medical and prescription drug coverage on a prospective basis, if the employee did not enroll in the 2020 plan year previously (**See attached Mid-year Election Attestation—required attachment to the event by the employee**);
  - make a new election changing enrollment from self-only coverage to family coverage on a prospective basis (**See attached Mid-year Election Attestation—required attachment to the event by the employee**);
  - may drop an existing plan election for medical and prescription drug coverage on a prospective basis, provided that the employee signs and attaches the attestation that the employee is enrolled, or immediately will enroll, in other health coverage not sponsored by the State as the employer (**See attached Waiver Attestation—**
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**required attachment to the event by the employee).**

**Notes:**

- **Changes** will be effective on the 1st of the month on or after the election event date and remain in effect through December 31, 2020.
- **Changes cannot** be made: from one health plan to another, to dental plans, or to life insurance or AD&D coverage.

**Employees may make the following Health & Dependent Care FSA changes:**

- stop the FSA election(s) so that no further salary contributions will be required (**See attached Mid-year Election Attestation—required attachment to the event by the employee**);
- make a new FSA election if none was made during the open enrollment period (**See attached Mid-year Election Attestation—required attachment to the event by the employee**);
- reduce the FSA election amount (**See attached Mid-year Election Attestation—required attachment to the event by the employee**).

**Note:** **Changes** will be effective on the 1st of the month following the **election approval by EBD** and remain in effect through December 31, 2020. This may cause the effective date to be moved to a future date.

**For Employees Adding Dependents:**

For the addition of dependents, the State's dependent documentation requirements remain in force. For a list of acceptable documents, see Pages 39-40 in the State of Maryland Benefits Guide, or in the Job Aid for Required Supporting Dependent Documentation.

- If the employee is not able to produce the required document(s) immediately due to COVID-19 reduction in services, the deadline is extended until 30-days following the end of Maryland's State of Emergency.
  - If documentation is not received, Dependents will be disenrolled **retroactively to the original effective date**.
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ABCs should continue to use the SPS Help Ticket System for questions or issues related to benefits.

- [Mid-year Election ATTESTATION.docx](#)
  - [Mid-year Change Notification to EEs 052820 Final.pdf](#)
  - [Initiate Life Event - Mid-Year Election Chg \(COVID-19\) QRG FINAL.pdf](#)
  - [WAIVER ATTESTATION.docx](#)
  - [New Dependent Required Supporting Documentation.pdf](#)
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