



End of the school year means time to remove ineligible employees from your benefits!

The school year is quickly coming to an end, but for business managers and human resources professionals this is an important time for changes to employee eligibility.

If you have employees leaving employment or retiring, it is your responsibility to **terminate their coverage 6/30**. Unless you have specific language in your contract with a pay schedule to pay for coverage through the summer, all employees who are leaving your district should be **terminated for June 30th, no later than June 30th**.

PLEASE do not wait for COBRA paperwork! COBRA allows employees to reinstate their coverage, but if you do not receive a signed COBRA agreement/enrollment form by 6/30, that coverage needs to be terminated.

Why is this so important? Each year VEHI receives dozens of retroactive requests to terminate employees who are no longer employed. This puts VEHI at risk for paying for claims for ineligible enrollees. Also, this puts the district at risk for paying for premiums for a former employee.

With the financial pressures and high cost of health care, VEHI cannot cover claims for those who have left employment and cannot return premium for those who were not removed timely. Termination requests will be processed first of the month following receipt of the request.

Ways to make the change:

Use the Blue Cross of VT [Employer Resource Center](#) to make changes online.

Or, there are **three form options** for you to complete and email: ASinbox@bcbsvt.com:

[Group Membership Update](#) (interactive PDF) or

Group Membership Update (in Excel) [download from this page](#)

[Group Enrollment & Change Form](#)

Thank you in advance for doing your part with the timely termination of former employees. If you have any questions, please contact Bobby-Jo Salls at bobbyjo@vsbit.org.

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