

January 25, 2022, HBR Alert



HBR Responsibilities for Initial Enrollments and Qualifying Life Events

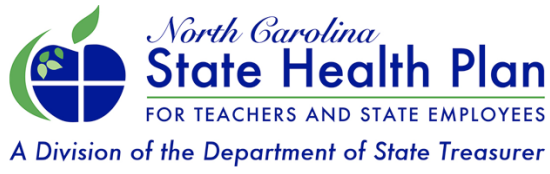
The State Health Plan would like to remind HBRs about their statutory responsibilities related to approving new hire and qualifying life event (QLE) enrollments. These transactions should not be approved without proper dependent verification and/or QLE documentation.

While the Plan audits a large percentage of these actions on a monthly basis, HBRs cannot rely on the Plan's audits to find transactions without the proper documentation.

And while many HBRs do an excellent job managing eligibility, the Plan has recently seen a trend where enrollment exceptions have been submitted to drop a dependent who has been enrolled without proper documentation.

The Plan will not approve an enrollment exception just because an Employing Unit has not collected proper documentation. Instead, it may be necessary for HBRs to complete additional training if the enrollment process is not managed properly.

Please adhere to these guidelines and reach out to the Plan at HBRInquiries@nctreasurer.com if you are in need of additional training or resources to help you manage eligibility for your employees.



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA