



Special Eligibility Situations

PEBA Insurance Sponsored Benefits

Newborn

Marriage

Divorce

Adoption

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Special Eligibility Situations

Definition

A special eligibility situation is an event that allows you, as an eligible employee, to enroll in or drop coverage for yourself or eligible family members outside of an open enrollment period.

Enrollment Deadlines

Enrollments must be completed and authorized **within 31 days of a special eligibility situation**. If not completed within 31 days, the employee must wait until the next open enrollment period or a special eligibility situation to enroll or make changes.

Making a Change

You can make changes using [MyBenefits](#) if you have a special eligibility situation, such as adding a newborn, marriage, divorce, or adoption. MyBenefits will display the documentation required for each change. You may initiate and approve the transaction in MyBenefits without documentation within 31 days of the special eligibility situation to ensure that the request is made timely; however, **the transaction cannot be finalized by PEBA without the required documentation. PEBA will purge files after 60 days.**

Required Documentation

Action	Required Information
To cover a spouse	Marriage license
To cover a natural child	Long-form birth certificate showing employee as parent
To cover a stepchild	Long-form birth certificate showing name of natural parent; proof that natural parent and the employee are married
To cover an adopted child or a child placed for adoption	Long-form birth certificate showing employee as parent or legal adoption document from court stating adoption is complete; or a letter of placement from an attorney, an adoption agency, or the South Carolina Department of Social Services stating adoption is in progress
To cover a foster child	A court order or another legal document placing child with employee
To cover other children	For all other children for whom employee has legal custody, a court order or other legal document granting custody of child to employee (document must verify employee has guardianship responsibility for child, not just financial responsibility)
To cover an incapacitated child	Incapacitated Child Certification form; plus proof of the relationship
To enroll in the TRICARE Supplement Plan	Employee's TRICARE ID card

MyBenefits

[MyBenefits](#) is the fastest, most convenient way for employees covered by PEBA-administered insurance programs to manage their benefits.

You can use MyBenefits to:

- Make changes to benefits due to birth, marriage, divorce, or adoption.
- Complete new hire enrollment elections after your employer initiates the process.
- Upload any required documentation.
- Update beneficiary information for Basic Life and Optional Life insurance.
- Change your address and contact information.

Setting up a New MyBenefits Account:

Step 1	<ul style="list-style-type: none">• Go to PEBA's website, www.peba.sc.gov.• Select MyBenefits from the top.
Step 2	<ul style="list-style-type: none">• Enter your Benefits Identification Number (BIN)• If you don't know your Benefits Identification Number (BIN), select Get My BIN and follow the instructions to retrieve it.
Step 3	<ul style="list-style-type: none">• To set up an account, select the Register button.• Follow the five-step process to complete your registration.

MyBenefits Videos:

- [Setting up a New MyBenefits Account](#)
- [How to Update Your Contact Information in MyBenefits](#)
- [Submitting a Change During a Special Eligibility Situation in MyBenefits](#)
- [Uploading Supporting Documents in MyBenefits](#)
- [Updating Insurance Beneficiaries in MyBenefits](#)

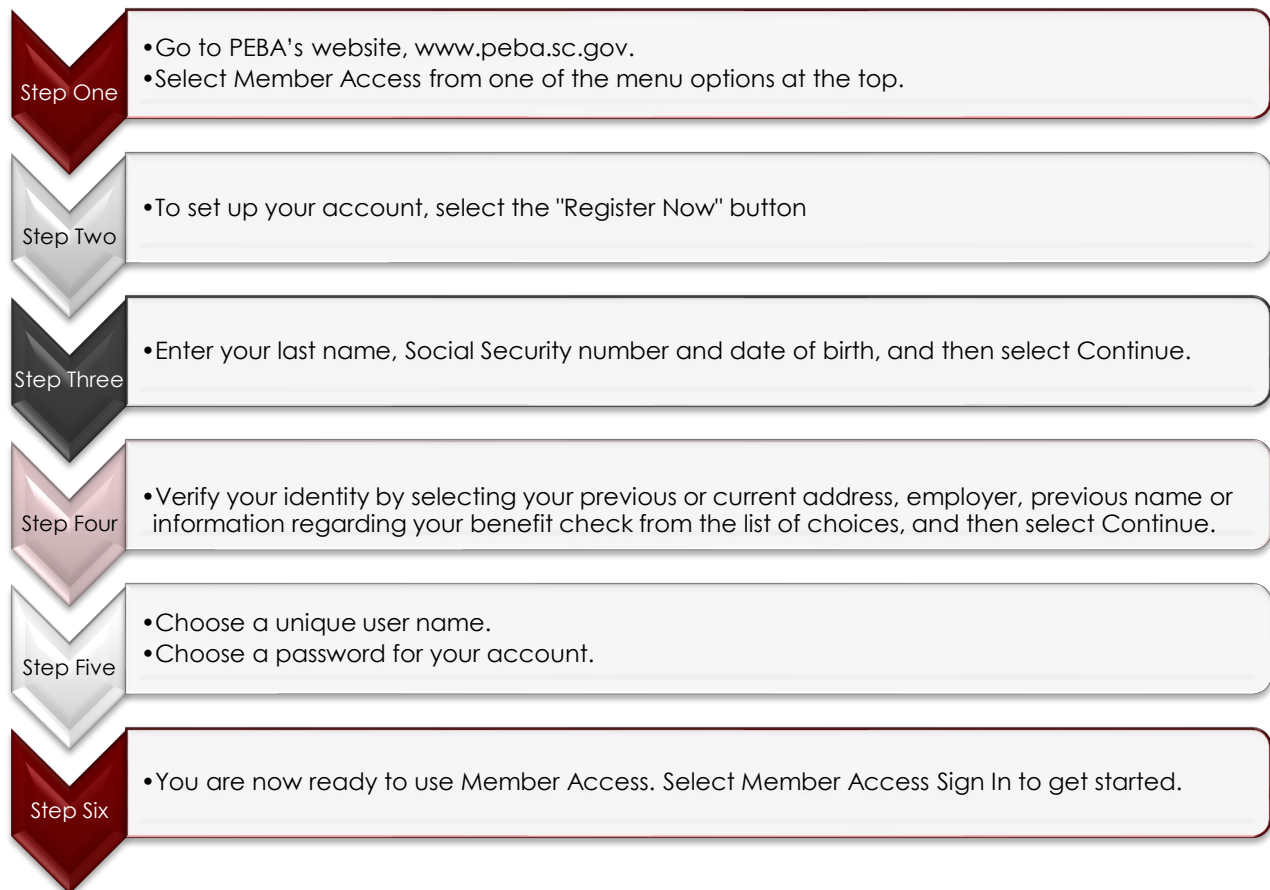
Member Access

[Member Access](#) is the online resource that allows you to view and update the personal information on file for your retirement account.

You can use Member Access to:

- Update active member beneficiary information.
- Apply for service retirement.
- Change your address and contact information.
- Create benefit estimates.
- Submit service purchase requests.
- Change State Optional Retirement Program (State ORP) service provider, if applicable.

Setting up a New Member Access Account:



Member Access Videos

- [How to Register for Member Access](#)
- [Your SCRS or PORS Beneficiaries](#)
- [Your State ORP Beneficiaries](#)
- [How to Designate Your Retirement Beneficiaries](#)
- [How to Create a Benefit Estimate](#)
- [Understanding Your Benefit Estimate](#)

Checklists

PEBA has created checklists as a mechanism to provide you guidance through the process of making changes to your existing coverages. Please read each checklist as options may vary based on the special eligibility situation.

Resources

- [Submitting a Change During a Special Eligibility Situation in MyBenefits](#)
- [Uploading Supporting Documents in MyBenefits](#)
- [Insurance Summary](#)
- [Comparing the Standard Plan and Savings Plan](#)
- [Insurance Benefits Guide](#)
- [Monthly premiums](#)
- [Prescription benefits](#)

Note: Ctrl + Click will open the document to view the links embedded in the checklist.

Member checklist



Adding a dependent due to birth

This checklist can help guide you through the process of adding a dependent to coverage. Please note, not all items apply to all employees.

Applicable insurance changes

Changes must be made within 31 days of your special eligibility situation. You cannot drop coverage; you can only change or add coverage.

Effective date of change:

- *Health, dental, vision and Dependent Life-Child: date of birth.*
 - *Optional Life and Dependent Life-Spouse: first day of month following request if no medical evidence needed; otherwise, first day of month following approval.*
- Enroll in a [health plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in a [dental plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in the [State Vision Plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in or increase [Optional Life](#) insurance up to an additional \$50,000 without medical evidence. More than \$50,000 requires medical evidence.
 - Enroll in or increase [Dependent Life-Spouse](#) insurance up to \$10,000 or \$20,000 without medical evidence. More than \$20,000 requires medical evidence.
 - Enroll in [Dependent Life-Child](#).
 - Enroll in or increase [MoneyPlus](#) flexible spending accounts.
 - Enroll in or change [Health Savings Account](#), if applicable.
 - Update life insurance beneficiaries, if applicable.

Applicable retirement changes

- Update retirement plan beneficiaries.
- Update [State ORP](#) beneficiaries with your service provider, if applicable.
- Update [Deferred Comp](#) beneficiaries with Empower Retirement, if applicable.

Employee to-dos

- Review the [Insurance Summary](#) and [Insurance Benefits Guide](#).
- Elect insurance coverage changes in [MyBenefits](#) and submit required documentation.
- Complete a MetLife *Statement of Health* if medical evidence is required for life insurance.
- Review the [Designating Active Member Beneficiaries](#) flyer and update life insurance, retirement plan, State ORP and Deferred Comp beneficiaries, if applicable.

Note: Ctrl + Click will open the document to view the links embedded in the checklist.

Member checklist



Adding a dependent due to marriage

This checklist can help guide you through the process of adding a dependent to coverage. Please note, not all items apply to all employees.

Applicable insurance changes

Changes must be made within 31 days of your special eligibility situation. You cannot drop coverage; you only change or add coverage.

Effective date of change:

- *Health, dental, vision and Dependent Life-Child: date of marriage.*
 - *Optional Life and Dependent Life-Spouse: first day of the month following request if no medical evidence is needed; otherwise, first day of the month following approval.*
- Enroll in a [health plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in a [dental plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in the [State Vision Plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in or increase [Optional Life](#) insurance up to \$50,000 without medical evidence. More than \$50,000 requires medical evidence.
 - Enroll in or increase [Dependent Life-Spouse](#) insurance up to \$10,000 or \$20,000 without medical evidence. More than \$20,000 requires medical evidence.
 - Enroll in [Dependent Life-Child](#).
 - Enroll in or increase [MoneyPlus](#) flexible spending accounts.
 - Enroll in or change [Health Savings Account](#) if applicable.
 - Update life insurance beneficiaries, if applicable.

Applicable retirement changes

- Update retirement plan beneficiaries.
- Update [State ORP](#) beneficiaries with your service provider, if applicable.
- Update [Deferred Comp](#) beneficiaries with Empower Retirement, if applicable.
- Retired members of SCRS and PORS may be eligible to select a new payment option or change a beneficiary for an existing payment option within five years after the date of marriage.

Note: Ctrl + Click will open the document to view the links embedded in the checklist.

Member checklist



Dropping a dependent due to divorce

This checklist can help guide you through the process of dropping a dependent from coverage. Please note, not all items apply to all employees.

Applicable insurance changes

Changes must be made within 31 days of your special eligibility situation. You cannot drop your own coverage; you may drop dependents' coverage only. You can change or add certain coverage.

Effective date of change:

- *Health, dental and vision: first of the month after the divorce is final.*
- *Optional Life: first day of month following divorce if no medical evidence needed; otherwise, first day of month following approval.*
- *Dependent Life-Spouse and/or Child: last day of the month in which the divorce is final.*

- Change [health plan](#) coverage level.
- Change [dental plan](#) coverage level.
- Change [State Vision Plan](#) coverage level.
- Enroll in or increase [Optional Life](#) coverage up to \$50,000 without medical evidence. More than \$50,000 requires medical evidence.
- Cancel or decrease [Optional Life](#) insurance.
- Drop [Dependent Life-Spouse](#) coverage.
- Change [MoneyPlus](#) flexible spending accounts.
- Enroll in or change [Health Savings Account](#), if applicable.
- Update life insurance beneficiaries, if applicable.

Applicable retirement changes

A divorce does not automatically change the designated beneficiary for your retirement plan. You must request changes to your beneficiaries if desired.

- Update retirement plan beneficiaries.
- Update [State ORP](#) beneficiaries with service provider, if applicable.
- Update [Deferred Comp](#) beneficiaries with Empower Retirement, if applicable.
- Retired members of SCRS and PORS may be eligible to select a new payment option or change a beneficiary for an existing payment option within five years after the date of divorce.

Note: Ctrl + Click will open the document to view the links embedded in the checklist.

Member checklist



Adding a dependent due to adoption

This checklist can help guide you through the process of adding a dependent to coverage. Please note, not all items apply to all employees.

Applicable insurance changes

Changes must be made within 31 days of your special eligibility situation. You cannot drop coverage; you can only change or add coverage.

Effective date of change:

- **Health, dental, vision and Dependent Life-Child:** date of adoption.
 - **Optional Life and Dependent-Life Spouse:** first day of month following request if no medical evidence needed; otherwise, first day of month following approval.
- Enroll in a [health plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in a [dental plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in the [State Vision Plan](#) or change coverage level if adding spouse and/or child.
 - Enroll in or increase [Optional Life](#) insurance up to \$50,000 without medical evidence. More than \$50,000 requires medical evidence.
 - Enroll in or increase [Dependent Life-Spouse](#) insurance up to \$10,000 or \$20,000 without medical evidence. More than \$20,000 requires medical evidence.
 - Enroll in [Dependent Life-Child](#).
 - Enroll in or increase [MoneyPlus](#) flexible spending accounts.
 - Enroll in or change [Health Savings Account](#), if applicable.
 - Update life insurance beneficiaries, if applicable.

Applicable retirement changes

- Update retirement plan beneficiaries.
- Update [State ORP](#) beneficiaries with your service provider, if applicable.
- Update [Deferred Comp](#) beneficiaries with Empower Retirement, if applicable.

Employee to-dos

- Review the [Insurance Summary](#) and [Insurance Benefits Guide](#).
- Elect insurance coverage changes in [MyBenefits](#) and upload required documentation.
- Complete a MetLife *Statement of Health* if medical evidence is required for life insurance.
- Review the [Designating Active Member Beneficiaries](#) flyer and update life insurance, retirement plan, State ORP and Deferred Comp beneficiaries, if applicable.
- Contact PEBA for a State Employee Adoption Assistance Program application.

Helpful Information

- A foster child is a child placed with the employee by an authorized placement agency. The employee must be a licensed foster parent.
- A child for whom the employee has legal custody is a child for whom the employee has guardianship responsibility, not just financial responsibility, according to a court order or other document filed with the courts.
- A salary increase or decrease, or transfer does not create a special eligibility situation.
- Changes related to Medicaid or the Children's Health Insurance Program (CHIP) must be made within 60 days.
- Special eligibility situation rules do not apply to National Medical Support Notices (NMSNs). Employees may not make changes to their benefits other than those specified in the NMSN, which PEBA will determine. Employees are not allowed to make coverage changes through MyBenefits. Compliance with the NMSN is mandatory under federal law. PEBA cannot discontinue coverage until the issuing agency sends an updated NMSN or other order.
- [The Family and Medical Leave Act \(FMLA\)](#) is Federal law requiring covered employers to provide eligible employees with job-protected and unpaid leave for qualified medical and family reasons.
- [Paid Parental Leave \(PPL\)](#): SC Code of Laws 8-11-150 (A) provides six weeks of paid leave or two weeks of paid leave at one hundred percent of the eligible state employee's base pay.
- Always provide a valid email address because PEBA will occasionally email individuals who participate in the insurance and retirement benefits it administers.
- You can access your digital identification card from the [My Health Toolkit](#) mobile app.
- If you need to order a replacement card, visit [StateSC.SouthCarolinaBlues](#) or call BlueCross at 800.868.2520. You will need your Benefits Identification Number (BIN).
- A COBRA Initial letter will be mailed listing all newly added participants.

Who to Contact and When?

PEBA	Your Campus Benefits Office	Payroll
Vendor Contracts/Coverage Questions	Insurance and Retirement Enrollment Assistance/Questions/Issues	Payroll Deductions
MyBenefits Questions/Issues	Insurance and Retirement Counseling	Refunds
Documentation Requirement Issues	Family Medical Leave and Paid Parental Leave Questions	Arrears
Contact Information:	Contact Information:	Contact Information:
202 Arbor Lake Drive Columbia, SC 29223 803.737.6800 888.260.9430 <u>Schedule an appointment</u>	Insurance and Retirement: <u>benefits@mailbox.sc.edu</u> Phone: 803-777-6650 1600 Hampton Street, 8th floor Columbia, South Carolina 29208	<u>payroll@mailbox.sc.edu</u> Phone: 803-777-4227 1600 Hampton Street, 7th floor Columbia, South Carolina 29208

Where and When to Review Your Benefits?

Event	MyBenefits	PeopleSoft	Paycheck
New Hire Enrollment	3 to 5 business days after approving the enrollment transaction.	3 to 5 business days after the transaction is active in MyBenefits.	Pay cycle after the benefits are active in PeopleSoft.
Special Eligibility Situation	3 to 5 business days after approving the enrollment transaction.	3 to 5 business days after the transaction is active in MyBenefits.	Pay cycle after the benefits are active in PeopleSoft.
Open Enrollment	First week of December in the year that open enrollment changes were made.	Third week of December in the year that open enrollment changes were made.	The first pay cycle in January of the following year in which open enrollment changes were made.
Life Insurance Medical Evidence of Insurability	3 to 5 business days after MetLife's approval.	3 to 5 business days after MetLife's approval.	Pay cycle after the benefits are active in PeopleSoft.

CAMPUS HR CONTACTS

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- Background Checks
803-777-6650
background@sc.edu
- Benefits
803-777-6650
Insurance and Retirement:
benefits@mailbox.sc.edu
Leave: hrleave@mailbox.sc.edu
Workers' Compensation:
workerscomp@mailbox.sc.edu
- Classification and Compensation
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