



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Group Health Insurance

Policy:

Group health insurance is provided or offered to all benefits-eligible employees. A waiver must be signed by all employees who do not desire to receive this benefit. Dependent coverage is offered only to those employees who are covered by the plan. Application must be made within 30 days of acquiring an eligible dependent. Coverage for spouses and dependents requires additional cost to the employee, and employees will have premium charges for this coverage, based upon the type of coverage available and selected. Employees who retire under PERS may continue coverage by making appropriate contributions to the insurance carrier.

Questions about the group health insurance plan may be directed to the Office of Human Resources, or information is available online at www.knowyourbenefits.dfa.ms.gov.

The *State and School Employees' Life and Health Insurance Plan* allows for an open enrollment to occur one (1) time during the calendar year. An open enrollment period is announced each year prior to the plan anniversary date. Cancellation of participation or changes to benefit plans may only occur during the open enrollment period, which occurs annually in October. However, changes can occur outside of the open enrollment period due to changes in family status (marriage, divorce, death of a spouse or dependent child, birth or adoption of a child, and termination or employment of a spouse).