



**TO:** Agency Representatives

**FROM:** Miriam Martinez, Senior Client Services Analyst

**RE:** PEBB Agency System Update –

- A. Process Change for Manual Terminations Due to LWOP/Reduction of Hours**
- B. Expiring a Dependent Record**
- C. Updating Address**

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This memo is to help guide you through the correct process for manually terminating coverage due to LWOP/Reduction of hours and a friendly reminder on a couple important PDB processes.

**A. PROCESS CHANGE FOR MANUAL TERMINATIONS DUE TO LWOP/ REDUCTION OF HOURS**

We have changed the “**Change in Employment Status of Employee – Reduction of Hours**” QSC to be used for members falling below the required 80 hours due to leave without pay or due to falling below hours based on schedule changes. This QSC will be eligible for COBRA and may be eligible for the COBRA subsidy depending on the PA/Sep Code used when approving the termination in the Termination Approval page.

**REMINDER:** Remember the PA/Sep Code data field has been added to use with terminations processed with QSCs. If you are processing terminations that do not have a PA/Sep Code use “**QSC**” in the PA/Sep Code field. This code should only be used with the following QSC’s:

**1) QSCs terminating dependents’ coverage:**

- Loss of Partner and Partners Children Through Dissolution of a Domestic Partnership
- Loss of Children Through Divorce/Annulment
- Loss of Family Through Divorce/Annulment
- Loss of Spouse Through Divorce/Annulment
- Change in Employment Status of Domestic Partner
- Change in Employment Status of Spouse
- Dependent Child Ceases to Satisfy Eligibility Requirements

**2) QSCs terminating employees’ coverage that do not have a PA/Sep code:**

- Change in Employment Status of Employee - Reduction of Hours
- Military Leave Benefits End
- Do not use this code with the Termination QSC. The Termination QSC must have a PA/Sep Code—see codes in item C.

BHS will not process any manual COBRA notices. These notices must be sent to PEBB as outlined in the agency update dated April 13, 2009. After the system changes above, the manual COBRA notices should be minimal.

## **B. EXPIRING A DEPENDENT RECORD**

After removing a dependent from enrollments due to loss of eligibility, please be sure to expire the dependent in the dependents page by entering the coverage end date in the expiration date field for that dependent.

After enrollments have been terminated successfully by QSC, process as follows:

1. Click on the “Dependents” button.
2. Click on the Dependents Name who has been removed.
3. Type in the Dependent Coverage End Date in the “Expiration Date” field.
4. Click “Save”.
5. If more than one dependent removed, click “reset” then “search” and follow steps 2-4

## **C. UPDATING ADDRESS**

When an address is updated in PDB, please be sure to check both the “Mailing” and “Residence” addresses. If there are two active addresses in PDB (Mailing and Residence) we only send the Mailing address to the plans in the weekly files. If the Residence address is the only active address in PDB, it will be sent to the plans in the weekly files. We do not send the Work address in the weekly files to the plans. The work address is specifically meant for plan service area eligibility verification.

**If you have any items to include on our next agency update or have questions, please let us know at [PDB.Administration@state.or.us](mailto:PDB.Administration@state.or.us).**