

## Midyear Change Form (Qualified Status Change (QSC))

Office use only
Approved by: _____
Approved date: _____
Effective date: _____

See the Summary Plan Description and the QSC Matrix at [www.pebbinfo.com](http://www.pebbinfo.com).

### Section 1: Employee information

PEBB benefit number (P#####), OR#, University ID or Lottery ID		Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other	
Last name	First name	M.I.	
Date of birth (mm/dd/yyyy)			
<input type="checkbox"/> Check if new address			
Address			Apartment or space#
City	State	ZIP	County
Work phone number	Cell phone number (Optional)	Email (Optional)	
<b>Are you Medicare eligible?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you serving or did you ever serve in the military?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If "Yes," do you authorize PEBB to send your name and address to the Oregon Department of Veterans' Affairs (ODVA) for the purpose of receiving benefit information?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ethnicity (Select one):</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Refused <input type="checkbox"/> Unknown			
<b>Race (Select at least one)</b>			
<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American	<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander
<input type="checkbox"/> White	<input type="checkbox"/> Other	<input type="checkbox"/> Refused	<input type="checkbox"/> Unknown

## Section 2: What changed?

See the QSC Matrix at [www.pebbinfo.com](http://www.pebbinfo.com) under Resources. The event date *must* be included below.

Dependent = Eligible Spouse, Domestic Partner or child.

<input type="checkbox"/> Marriage	Date:
<input type="checkbox"/> Divorce or annulment	Date:
<input type="checkbox"/> Addition of a domestic partnership (Include Domestic Partnership by Affidavit Form)	Date:
<input type="checkbox"/> Termination of domestic partnership	Date:
<input type="checkbox"/> Birth	Date:
<input type="checkbox"/> Adoption or placement for adoption (legal documentation required)	Date:
<input type="checkbox"/> Addition of a Child/Grandchild by Affidavit (Include appropriate PEBB Affidavit Form)	Date:
<input type="checkbox"/> Termination of a Child/Grandchild by Affidavit (Include appropriate PEBB Affidavit Form)	Date:
<input type="checkbox"/> Employee gains other group coverage	Date:
<input type="checkbox"/> Dependent gains other medical group coverage	Date:
<input type="checkbox"/> Employee loses other medical group coverage	Date:
<input type="checkbox"/> Dependent loses other medical group coverage	Date:
<input type="checkbox"/> Employment status change (describe)	Date:
<input type="checkbox"/> Death of a dependent or spouse	Date:
<input type="checkbox"/> National Medical Support Notice (NMSN)	Date:
<input type="checkbox"/> Move out of current plan's services area	Date:
Tobacco midyear change info (Self):	Date:
<input type="checkbox"/> Quit	
<input type="checkbox"/> Never used	
<input type="checkbox"/> Medical provider advised not to quit (medical condition)	
<input type="checkbox"/> Used tobacco in previous 12 months	
<input type="checkbox"/> Have not used tobacco products in the previous 12 months	
Tobacco midyear change info (Spouse/Domestic Partner):	Date:
<input type="checkbox"/> Quit	
<input type="checkbox"/> Never used	
<input type="checkbox"/> Medical provider advised not to quit (medical condition)	
<input type="checkbox"/> Used tobacco in previous 12 months	
<input type="checkbox"/> Have not used tobacco products in the previous 12 months	

## Section 3: Dependent information

- List all eligible family members you want to terminate or provide coverage for. Attach additional dependent sheet if necessary.
- Required Affidavits and appropriate legal documents for a Domestic Partner, Child or Grandchild by Affidavit need to be submitted along with the enrollment form no later than 5 business days from the submittal of this enrollment form.** Find necessary affidavits under Forms at [www.pebinfo.com](http://www.pebinfo.com).
  - Note: Payroll offices will not process enrollment for the individual until all documentation has been submitted.*
- Please see Oregon Administrative Rule (101-015-0011) concerning eligible dependents by affidavit at: <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=6>
- If you are terminating coverage for a dependent you MUST provide an address below for mailing of required COBRA notices.**

### Dependent A

 Terminate coverage

 Enroll:  Medical  Vision  Dental

Spouse     Domestic partner by Certificate     Domestic partner by affidavit     Child  
 Step Child     Partner's child     Grandchild by affidavit (OAR 101-015-0011)     Child by affidavit (OAR 101-015-0011)

Gender:  M  F  Other      Date of birth (mm/dd/yyyy)      Medicare eligible?  Y  N

Last name      First name      Middle

Address (if different from employee address)      City      State      ZIP

**Ethnicity (Select one):**     Hispanic     Non-Hispanic/Non-Latino     Refused     Unknown

#### Race (Select at least one)

Asian     Black/African American     American Indian/Alaska Native     Native Hawaiian/Other Pacific Islander  
 White     Other     Refused     Unknown

### Dependent B

 Terminate coverage

 Enroll:  Medical  Vision  Dental

Spouse     Domestic partner by Certificate     Domestic partner by affidavit     Child  
 Step Child     Partner's child     Grandchild by affidavit (OAR 101-015-0011)     Child by affidavit (OAR 101-015-0011)

Gender:  M  F  Other      Date of birth (mm/dd/yyyy)      Medicare eligible?  Y  N

Last name      First name      Middle

Address (if different from employee address)      City      State      ZIP

**Ethnicity (Select one):**     Hispanic     Non-Hispanic/Non-Latino     Refused     Unknown

#### Race (Select at least one)

Asian     Black/African American     American Indian/Alaska Native     Native Hawaiian/Other Pacific Islander  
 White     Other     Refused     Unknown

<b>Dependent C</b>		<input type="checkbox"/> Terminate coverage		Enroll: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental	
<input type="checkbox"/> Spouse <input type="checkbox"/> Registered Domestic Partner		<input type="checkbox"/> Domestic Partner by Affidavit		<input type="checkbox"/> Child	
<input type="checkbox"/> Step Child <input type="checkbox"/> Partner's child		<input type="checkbox"/> Grandchild by Affidavit (OAR 101-015-0011)		<input type="checkbox"/> Child by Affidavit (OAR 101-015-0011)	
Gender		Date of birth (mm/dd/yyyy)		Medicare eligible?	
<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other				<input type="checkbox"/> Y <input type="checkbox"/> N	
Last name		First name		Middle	
Address (if different from employee address)		City		State ZIP	
<b>Ethnicity (Select one):</b>		<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Non-Latino		<input type="checkbox"/> Refused <input type="checkbox"/> Unknown	
<b>Race (Select at least one. If selecting more than one, circle one as primary):</b>					
<input type="checkbox"/> Asian <input type="checkbox"/> Black/African American		<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> White <input type="checkbox"/> Other		<input type="checkbox"/> Refused		<input type="checkbox"/> Unknown	

<b>Dependent D</b>		<input type="checkbox"/> Terminate coverage		Enroll: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental	
<input type="checkbox"/> Spouse <input type="checkbox"/> Registered Domestic Partner		<input type="checkbox"/> Domestic Partner by Affidavit		<input type="checkbox"/> Child	
<input type="checkbox"/> Step Child <input type="checkbox"/> Partner's child		<input type="checkbox"/> Grandchild by Affidavit (OAR 101-015-0011)		<input type="checkbox"/> Child by Affidavit (OAR 101-015-0011)	
Gender		Date of birth (mm/dd/yyyy)		Medicare eligible?	
<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other				<input type="checkbox"/> Y <input type="checkbox"/> N	
Last name		First name		Middle	
Address (if different from employee address)		City		State ZIP	
<b>Ethnicity (Select one):</b>		<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Non-Latino		<input type="checkbox"/> Refused <input type="checkbox"/> Unknown	
<b>Race (Select at least one. If selecting more than one, circle one as primary):</b>					
<input type="checkbox"/> Asian <input type="checkbox"/> Black/African American		<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> White <input type="checkbox"/> Other		<input type="checkbox"/> Refused		<input type="checkbox"/> Unknown	

<b>Dependent E</b>		<input type="checkbox"/> Terminate coverage		Enroll: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental	
<input type="checkbox"/> Spouse <input type="checkbox"/> Registered Domestic Partner		<input type="checkbox"/> Domestic Partner by Affidavit		<input type="checkbox"/> Child	
<input type="checkbox"/> Step Child <input type="checkbox"/> Partner's child		<input type="checkbox"/> Grandchild by Affidavit (OAR 101-015-0011)		<input type="checkbox"/> Child by Affidavit (OAR 101-015-0011)	
Gender		Date of birth (mm/dd/yyyy)		Medicare eligible?	
<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other				<input type="checkbox"/> Y <input type="checkbox"/> N	
Last name		First name		Middle	
Address (if different from employee address)		City		State ZIP	
<b>Ethnicity (Select one):</b>		<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Non-Latino		<input type="checkbox"/> Refused <input type="checkbox"/> Unknown	
<b>Race (Select at least one. If selecting more than one, circle one as primary):</b>					
<input type="checkbox"/> Asian <input type="checkbox"/> Black/African American		<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> White <input type="checkbox"/> Other		<input type="checkbox"/> Refused		<input type="checkbox"/> Unknown	

## Section 4: Healthcare plan selections

### A: Choosing *not* to enroll in a PEBB medical plan, select one of the following options:

Opting Out of a medical enrollment is conditioned upon my understanding and attesting that the following statements are true:

**OPT-OUT**

- I and all other individuals for whom I reasonably expect to claim a personal tax exemption deduction have, or will have, an alternative medical coverage considered to be minimum essential coverage through an employer-sponsored medical plan for the taxable year 2020. You do not need to provide proof of alternative medical coverage. See information at <http://www.oregon.gov/oha/pebb/documents/opt-out.pdf>

1. The following coverages are not eligible to Opt-Out against Oregon Health Plan/Medicaid, Student Health, and individual market coverage.

- I understand my employer will not pay the monthly Opt-Out payment to me if my employer knows or has reason to know that I or any other member of my expected tax family does not have or will not have the alternative coverage.
- I understand that I must renew this attestation each plan year and applicable tax year for which I want the Opt-Out to apply.

**By checking the Opt-Out box, and signing the form I verify the above statements are true.**

**Decline**

Select this option if you wish to decline all PEBB benefits. If you decline core benefits (medical/dental/vision/employee basic life), you're choosing to not participate in any of the PEBB programs. You will not receive cash in lieu of the medical coverage and you are not eligible to enroll in any PEBB plans.

### B: Medical

If enrolled in a Moda medical plan, each covered individual must choose a PCP 360 for that individual to receive the "in-network" benefit. If an individual has not chosen a PCP 360 with Moda, they will receive the "out-of-network" level benefits. A list of PCP 360 providers can be found at: <https://www.modahealth.com/ProviderSearch/faces/webpages/home.xhtml>

#### Medical plan selection:

	Full-time	Part-time
Kaiser Deductible (Kaiser vision included with full time plan)	<input type="checkbox"/>	<input type="checkbox"/>
Kaiser Traditional (HMO) (Kaiser vision included with full time plan)	<input type="checkbox"/>	<input type="checkbox"/>
Moda Synergy	<input type="checkbox"/>	<input type="checkbox"/>
Providence (PEBB) Statewide	<input type="checkbox"/>	<input type="checkbox"/>
Providence Choice	<input type="checkbox"/>	<input type="checkbox"/>

Full-time employees may only enroll in full-time plans. Part-time employees can enroll in either full-time or part-time plans. If a part-time employee enrolls in full-time plan the part-time employee will not receive the part-time subsidy.

#### C: Dental plan selection:

	Full-time	Part-time
Kaiser Permanente Dental	<input type="checkbox"/>	<input type="checkbox"/>
Delta Dental Premier	<input type="checkbox"/>	<input type="checkbox"/>
Delta Dental PPO	<input type="checkbox"/>	N/A
Willamette Dental Group	<input type="checkbox"/>	N/A
<input type="checkbox"/> I decline dental enrollment		

## D: Vision plan selection:

- VSP Basic Plan
- VSP Plus — Includes the Basic Plan and PLUS additional benefits
- I decline VSP enrollment

## Double coverage surcharge info

Are any of your covered family members offered medical insurance as an employee through OEGB or PEBB?  Yes  No

Are they enrolled in the OEGB or PEBB medical insurance offered? *(if both answers are yes a \$5/mo surcharge will be applied)*  Yes  No

## Section 5: Tobacco usage

If you enroll in a Medical plan and do not complete this Section a tobacco surcharge (\$25.00 per employee and \$25.00 for spouse/partner enrolled in medical) will be deducted each month from your pay.

### Check one box:

- I currently use tobacco, but my spouse/domestic partner currently does not use tobacco. (\$25)
- I currently do not use tobacco, but my spouse/domestic partner currently uses tobacco. (\$25)
- Both my spouse/domestic partner and I currently use tobacco. (\$50)
- Both my spouse/domestic partner and I currently do not use tobacco. (\$0)
- I currently use tobacco, and do not have a spouse/domestic partner covered in PEBB. (\$25)
- I currently do not use tobacco, and do not have a spouse/domestic partner covered by PEBB. (\$0)
- I do not enroll in PEBB medical plans.
- My or  My spouse's or domestic partners' provider advised not to quit using tobacco (Medical Waiver). (\$0)

## Section 6: Other employer group coverage

When your spouse or Domestic Partner is enrolled in your PEBB medical coverage and has access to other group medical coverage (not a PEBB medical plan) from their employer's sponsored group plan, but does not enroll in it, \$50 will be deducted from your monthly pay.

### Check one box:

- My spouse/domestic partner has PEBB coverage as an eligible employee (Includes a spouse who enrolls in Opt-Out). (\$0)
- My spouse/domestic partner has other employer group coverage, (not PEBB coverage) and enrolls for that coverage. (\$0)
- My spouse/domestic partner has other employer group coverage available, (not PEBB coverage) but does not enroll in that coverage, and is enrolled in PEBB coverage. (\$50)
- My spouse/domestic partner does not have other employer group coverage available. (\$0)
- I do not cover a spouse or domestic partner in a PEBB medical plan. (\$0)

## Section 7: Optional plans

### A: Optional life insurance

As a newly eligible employee for your first time enrollment, the Optional Employee Life has a guaranteed issue enrollment amount of up to \$100,000 and Optional Spouse/Domestic Partner Life has a guaranteed issue enrollment amount of up to \$20,000 without needing to submit a medical history to The Standard underwriting for approval.

You can find a link to the Medical History Statement on the PEBB website at:

<http://www.oregon.gov/oha/PEBB/Pages/Forms.aspx>

\*\*Guaranteed issue means medical history is not required. If a initial request is made with a Qualified Status Change (QSC), guaranteed issue amount is applicable. You are required to submit a medical history statement on any coverage amount that is over guaranteed issue.

### Employee optional life insurance

Cancel coverage

#### Add or Reduce

New hire/Newly eligible enrollment	\$ _____	(\$20,000 increments up to \$100,000)
Additional requested amount above guaranteed issue**	\$ _____	(\$20,000 increments up to \$500,000)
Total requested amount	\$ _____	(\$600,000 maximum)

**Required:** Tobacco use status, check one

- I have used tobacco products in the previous 12 months. (Tobacco premium rates apply.)  
 I have not used tobacco products in the previous 12 months. (Non-Tobacco premium rates apply.)

### B: Spouse/Domestic Partner optional life insurance

Cancel coverage

#### Add or Reduce

New hire/Newly eligible enrollment	\$ _____	(\$20,000)
Additional requested amount above guaranteed issue**	\$ _____	(\$20,000 increments up to \$380,000)
Total requested amount	\$ _____	(\$400,000 maximum)

**Required:** Tobacco use status, check one

- Spouse/domestic partner has used tobacco products in the previous 12 months. (Tobacco premium rates apply.)  
 Spouse/domestic partner has not used tobacco products in the previous 12 months. (Non-Tobacco premium rates apply.)

### C: Dependent life insurance

Provides \$5,000 of coverage for each of your PEBB eligible dependent(s) (including spouse or domestic partner). See rates at <http://www.pebinfo.com>

Cancel coverage

Enroll in coverage

## D. Accidental death & dismemberment (AD&D) insurance

Employee only

Cancel coverage

Total requested amount \$ \_\_\_\_\_ (\$50,000 increments up to \$500,000 maximum)

Medical history is not required.

Or

Employee and dependent optional AD&D

Cancel coverage

Total requested amount \$ \_\_\_\_\_ (\$50,000 increments up to \$500,000 maximum)

Medical history is not required.

## E. Disability insurance

Monthly premium is calculated on a percentage of your basic monthly salary. Benefits may replace a portion of salary when the employee has a qualified disability claim.

### Short term disability

Short term disability plans pay weekly benefits with coverage dates depending upon plan enrollment.

Enroll in coverage

Cancel coverage

### Long term disability

Long term disability plans pay monthly benefits starting after 90 or 180 day waiting period depending upon plan enrollment.

Enroll or change coverage

Cancel coverage

After 90 day plan pays 60%

After 90 day plan pays 66-2/3%

After 180 day plan pays 60%

After 180 day plan pays 66-2/3%

## F. Long term care insurance

To enroll for Long Term Care (LTC) insurance complete a Unum Enrollment Form at:

<https://www.oregon.gov/OHA/PEBB/Pages/forms.aspx>

For more information, please visit:

<https://www.oregon.gov/oha/pebb/Pages/Long-Term-Care.aspx>



## Section 8: Beneficiary designation

- I elect:**  The Standard Order of Survivorship. *(If you have a Domestic Partner, an Affidavit must be on file for distribution.)*  
 To designate the following beneficiaries. *(Attach additional sheets if necessary.)*

**Total of primary percentages must = 100%**

**Total of contingent percentages must = 100%**

Name			Address		
City	State	ZIP	Relationship	Primary or contingent <input type="checkbox"/> OR <input type="checkbox"/>	Whole %
Name			Address		
City	State	ZIP	Relationship	Primary or contingent <input type="checkbox"/> OR <input type="checkbox"/>	Whole %
Name			Address		
City	State	ZIP	Relationship	Primary or contingent <input type="checkbox"/> OR <input type="checkbox"/>	Whole %

## Section 9: Employee signature and authorization

I declare the dependents listed and I are eligible for the coverages requested per Oregon Administrative Rule (OAR) Division 15. I have read the benefit materials, and I understand the limitations and qualifications of the PEBB benefits program. If necessary, I authorize premium payments to be deducted from my pay.

### I understand that:

- The benefit elections made on this application are in effect for as long as I continue to meet PEBB's eligibility requirements, or until I elect to change them subject to the provisions of PEBB's plan.
- A person who knowingly makes a false statement in connection with an application for any benefit may be subject to penalty for false claims including, but not limited to: termination of enrollment, denial of future enrollment, civil damages, imprisonment and fines.
- If I fail to report a change that made an enrolled family member ineligible, PEBB may consider my omission an intentional misrepresentation of a fact material to my enrollment. In that case, PEBB may terminate the family member's coverage retroactively, pursuant to PEBB rules.
- You must submit a midyear change form to your payroll office within 30 days of the date when an individual you provide coverage for is no longer PEBB eligible. If your notice is late, you and your qualified beneficiaries may lose the right to elect COBRA.
- This form supersedes all forms and submissions I have previously made regarding PEBB coverage for myself, and the individuals named above.

- I certify under penalty of Oregon State law that the information I have provided within this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**Submit this completed form to your agency/university payroll office.  
Please keep a copy of benefit documents for your records.**