

**DENTAL PLAN PERMITTING EVENT CHART**

PERMITTING EVENT	CODE	PERMITTING EVENT DATE	TIME LIMIT	EFFECTIVE DATE
Section E	E.13	E.12		E.14 (See Page 4)

NEW ENROLLMENTS				
New employee	01	Appointment date	60 days	Standard
New enrollment during open enrollment	03	Open enrollment start date	Open enrollment period only	As determined by open enrollment schedule
Employee returning to pay status who was eligible in non-pay status (also includes military & sabbatical paid leaves)	07	Date of return to active work	60 days	Standard

EMPLOYEE OR ANNUITANT ENROLLING TO CONTINUE COVERAGE				
Enrollment after coverage as a dependent terminates due to any reason other than deletion from parent's enrollment (must enroll in same plan)	05b	Last day of month in which coverage terminates	60 days	Standard
Enrollment after coverage as a dependent terminates due to deletion from parent's enrollment (may enroll in any plan)	05c	Last day of month in which coverage terminates	60 days	Standard
Enrollment as employee after annuitant status ceases	06	Last day of month in which coverage terminates	No limit	Standard

FAMILY MEMBER ADDITIONS				
Family member addition during open enrollment	15	Open enrollment start date	Open enrollment period only	As determined by open enrollment schedule
New economically dependent child or change of custody	16	Date family member acquired	60 days	Standard
New spouse and/or stepchild to a one party enrollment	17	Date family member acquired	60 days	Standard
New spouse and/or stepchild to a two or three party enrollment (mandatory coverage)	21	Date family member acquired	No limit (current basis only)	Mandatory
Return from military service	18	Date of return	No limit	Standard

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FAMILY MEMBER ADDITIONS (CONTINUED)				
Newborn or adopted child to a one party enrollment	19	Date of birth or physical custody or date of return from non-pay status	60 days	Standard
Newborn or adopted child to a two or three party enrollment (Mandatory Coverage)	22	Date of birth or physical custody or date of return from non-pay status	No limit (current basis only)	Standard

FAMILY MEMBER DELETIONS				
Delete all family members (No reason needed)	25	Date signed	No limit	Standard
Change in custody of child	23a	Date custody changed	No limit	Standard
Child obtains other group coverage (other than PERS)	23b	Date other coverage begins	No limit	Standard
Child is over 18 years of age	23c	18th birthday	No limit	Standard
Child enters military service	26a	Date of entry	No limit	Standard
Child is married	26b	Date of marriage	No limit	Mandatory
Death of child	26c	Date of death	No limit	Mandatory
Child is age 23	26d	23rd birthday	No limit	Mandatory
Child enrolls as an employee in CSU plan	26e	Effective date of new coverage	No limit	Same as permitting event date
Spouse obtains other group coverage (other than PERS)	24a	Date other coverage begins	No limit	Standard
Spouse moves out of household	24b	Date of move	No limit	Standard
Delete spouse due to divorce	27a	Date of divorce	No limit	Mandatory
Death of spouse	27b	Date of death	No limit	Mandatory
Spouse enters military service	27c	Date of entry*	No limit	Standard
Spouse enrolls as an employee in CSU plan	27d	Effective date of new coverage	No limit	Same as permitting event date
Administrative deletion of ineligible dependents (No employee signature required)	42	Date of initial enrollment	No limit	Mandatory

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CHANGE OF PLAN				
Changes of plan during open enrollment	28	Open enrollment start date	Open enrollment period only	As determined by open enrollment schedule
Upon return to pay status after open enrollment period	31	Date of return to pay status	60 days	Standard
Move out of service area	34	Date of move	31 days prior to move; no limit after move	Standard
Move into service area	35	Date of move	31 days prior to move; 60 days after move	Standard
Change of bargaining unit (e.g., reassignment, promotion, job change) or employee ends FERP participation	50	Start date of new assignment or end of FERP (or date of discovery)	30 days	Standard

CANCELLATIONS				
Voluntary cancellation of all coverage	36	Date signed	No limit	Standard
Employment status changes to less than half-time	38	Date status changes (or date of discovery)	No limit	First day of 2nd month following the permitting event
Administrative deletion of ineligible employees (No employee signature required)	42	Date of initial enrollment	No limit	Mandatory

EXCEPTIONS				
Exceptions	44	Apply dates to match situation. Requires approval of President, Chancellor, or his/her designee.		

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OPEN ENROLLMENT PERIOD EVENT CODES				
New enrollment	03	Open enrollment start date	Open enrollment period only	As determined by open enrollment schedule
Family member addition	15	Open enrollment start date	Open enrollment period only	As determined by open enrollment schedule
Changes of plan	28	Open enrollment start date	Open enrollment period only	As determined by open enrollment schedule
Multiple open enrollment transactions	28a	Open enrollment start date	Open enrollment period only	As determined by open enrollment schedule

**EXPLANATION OF EFFECTIVE DATE TERMS USED**

**Standard Effective Date**

If a properly completed Dental Plan Enrollment Authorization form is received in the State Controller’s Office by the 10<sup>th</sup>\* of the month, the effective date of enrollment, reenrollment, or change of enrollment is the first of the month following. Dental Plan Enrollment Authorizations received after the 10<sup>th</sup>\* of the month, will reflect an enrollment, reenrollment, or change of enrollment effective date of the first of the second month following. For example, an Authorization form received on September 11<sup>th</sup>, will be processed with an effective date of November 1.

**Mandatory Effective Date**

For mandatory deletions, enrollment ceases on the first of the month following the permitting event date. Due to contract provisions, retroactive adjustments cannot be processed prior to January 1, 2000 for Delta or PMI DeltaCare.

For mandatory additions, the enrollment is on a current basis with the effective date as explained under “Standard Effective Date.”

\*(or the next workday if the 10<sup>th</sup> falls on a holiday or weekend)