

Gaining other Coverage

Gaining other coverage is considered a qualifying event and allows you to make changes (cancel coverage) to your benefits in the middle of the plan year.

IMPORTANT

You have 30 days from the date of the qualifying event to make changes to your benefits. If you do not make changes (i.e. enroll or cancel) within the 30 day window, you will lose the opportunity. Additionally, you must have actively enrolled or decline coverage initially to be eligible to make changes to your benefits.

REMINDER

If you do cancel coverage with YES Prep during the plan year, you will not be able to re-enroll in benefits unless there is another Qualifying Event or until the next open enrollment period (usually happens in August for a September 1st effective date).

WHAT IS THE EFFECTIVE DATE OF CHANGE?

We cannot cancel coverage retroactively so you'll want to be sure to provide us with the requirement in Action Step #3 below as quickly as possible! We will future cancel your benefit coverage (i.e. if you are covered beginning December 1 and provide us coverage information on December 10, the cancel date will be effective January 1).

[Action Steps]

1. To make this change to your plan, please login to [InRoll](#) and create a **"Change of Family Status Request"** so we will have documentation of the qualifying event.
2. Once logged in you will see on the left hand side of the screen and click the **"Request Change in Family Status"** link.
3. From there, you will enter the required information including attaching any supporting documentation (ie. **Certificate of Creditable Coverage (COCC) or a letter from your previous provider showing the date of when coverage ended**).
4. Click Submit and the request is sent for review.
5. Once a determination is made, you will receive an email from our team informing you of the change(s) applied, if any.
6. Finally, we will communicate your benefit changes with our Payroll Team so they may adjust your deductions accordingly, if any.
 - a. Please also note that in some instances there may be retro deductions due to the timing of the request and processing time.

NEED ASSISTANCE?

If you have trouble logging in to InRoll Plus, please reach out to Brady Scott at bdscott@usebsg.com or call him at 512-644-8226.

For all other questions, please reach out to benefits@yesprep.org.