

Spouse Program Termination

Employees, Managers & HR Professionals Only



Termination Events

The following events would make both employees ineligible for the Spouse Program:

- ◆ Retirement
- ◆ Termination of employment with the State
- ◆ Divorce
- ◆ Death

How Do I Terminate The Spouse Program?

To terminate Spouse Program participation, both employees:

- ◆ Complete the following forms:
 - ✦ Health Enrollment Form(s)
 - ✦ Qualified Status Change (QSC) Form(s)

NOTE: If one of the spouses is no longer employed by the State, then the spouse that is still working for the State is only required to submit new forms.

- ◆ Mail/Fax to the People First Service Center within 31 days from the date the employees were no longer eligible to participate in the Spouse Program:

Mailing Address:

People First Service Center
P O Box 6830
Tallahassee, FL 32314

Fax: (904) 828-6092

Processing Timeframe

Enrollment/QSC forms will be processed within within 48-72 hours of receipt at the People First Service Center, **provided** the forms have been completed correctly.

If the forms are not completed correctly, People First will either contact the employee:

- ◆ Via phone (up to 3 times) to notify of the missing information and request resubmission with the needed corrections, *OR*
- ◆ Via letter (if employee cannot be contacted by phone) to request the employee contact the People First Service Center for further instructions. The employee's record will be noted accordingly as to why the forms were not processed.

Did You Know?

- ❓ A Status Change Confirmation letter will be generated and mailed to the employee once the enrollment status is changed.
- ❓ If the employee does not submit the necessary forms to discontinue the Spouse Program within 31 days from the time that they are no longer eligible, the People First Service Center will automatically remove them from the Spouse Program and establish appropriate coverage level (family/individual based on number of dependents) under the remaining active employee.

NOTE: In the event of divorce, if there are dependent children also being covered, both spouses will be enrolled in family coverage. Otherwise they will each be enrolled in individual coverage.