

Type: System Enhancements	ID Number: SE 99
Date: September 10, 2012	Subject: Qualifying Status Change (QSC) Events and Open Enrollment

Suggested Audience:

Human Resource Offices and Benefits Staff

Summary:

[This communication is no longer valid – it has been replaced by GC 245 Qualifying Status Change \(QSC\) Events and Open Enrollment.](#)

Each year some employees are hired or otherwise experience a Qualifying Status Change (QSC) event after the Open Enrollment (OE) snapshot has been taken. As a result, the Open Enrollment period for these employees works differently. Employees who are processing any QSC event, including new hire, after the OE snapshot has been taken, but effective prior to January 1 of the following plan year must process both the QSC event and the Open Enrollment event. **The QSC event must be processed before the OE event.** If the QSC event is processed after the OE period has ended, the employee should call the People First Service Center to validate their elections for the next plan year are correct.

What is the Open Enrollment snapshot? The Open Enrollment snapshot is a point in time that is used to identify who will be mailed a benefits statement for the upcoming Open Enrollment period. For the 2013 plan year, the Open Enrollment snapshot will be taken as of 6 p.m. Eastern Standard Time (EST) on September 21, 2012.

How are employees impacted if they are hired after the snapshot is taken?

- Only eligible employees who were active in People First when the snapshot was taken will receive a benefits statement in the mail. Election options for new hires are described below:
 - Employees hired into People First after the OE snapshot is taken but before OE begins and who have an effective date before the last day of OE, can make OE elections on-line in People First. These employees will have both an OE event and a new hire QSC event. Employees must process the QSC event **first**. All OE elections, even for new employees, should be processed on-line before OE ends.
 - Employees hired (entered) into People First after OE has ended, regardless of their effective dates, can only make QSC elections on-line. Employees must call the People First Service Center to make any changes for the next plan year (e.g., selecting a different amount for an FSA election).

After the OE snapshot is taken, what QSC elections processed, do not automatically carry over to the next plan year? New enrollees in a Medical Reimbursement Account, Limited Purpose Medical Reimbursement Account, Dependent Care Reimbursement Account, or Health Savings Account, must make their elections for the next plan year during Open Enrollment if they are enrolled after the OE snapshot is taken. If the QSC is processed with an

effective date after OE has ended, but prior to January 1, the employee must call the People First Service Center to have their election for the next plan year processed.

The following chart shows how to handle QSC events in conjunction with Open Enrollment.

When was the QSC Processed?	Do the QSC elections roll over to the next plan year?	Does the employee have to make a new election during Open Enrollment?	How should the employee process the QSC election?
Prior to the OE Snapshot	Yes	Only to make changes for the next plan year	In People First during Open Enrollment
After the OE Snapshot, but prior to the end of Open Enrollment	All elections roll over except Flexible Spending Account (FSA) and Health Savings Account (HSA) contribution amounts	Yes, in order to keep their FSAs or HSAs	In People First : 1. Make the QSC event election first 2. Make the OE election last
After Open Enrollment has ended, but effective in the 2012 plan year	All elections roll over except FSA and HSA contribution amounts	Yes, in order to keep their FSAs or HSAs	Process the QSC and then call People First at (866) 663-4735 to process the FSA and/or HSA (if applicable) change for the 2013 plan year