

# WHAT HAPPENS to your benefits



## WHEN you or your dependent(s) gain eligibility elsewhere?

### Medical, Dental, and Vision Coverage

- You can cancel your coverage if you enroll in coverage elsewhere.
- You can remove dependents who enroll in coverage elsewhere. You will move from family to individual coverage if all dependents enroll in coverage elsewhere.
- You cannot enroll in Harvard-sponsored coverage.
- You cannot change from individual to family coverage.
- You must provide a letter from the other employer or insurer indicating you and/or your dependents are enrolled in coverage, the types of coverage you are enrolled in, the names of those enrolled, and the date coverage started.

### Life Insurance Coverage (Supplemental and Dependent\*)

- You can enroll in or increase your supplemental and spouse/domestic partner life insurance coverage at any time with approval from the carrier.
- You can enroll in or increase your child life insurance coverage at any time without approval from the carrier.
- You can decrease or cancel your supplemental and dependent life insurance at any time by submitting a written request to Benefits. If you wish to reenroll later, approval from the carrier may be required.
- You can change your life insurance beneficiaries at any time. Call Benefits to request a MetLife Beneficiary Designation form or download it from HARVie. The completed form must be returned to Benefits.

\*You must be enrolled in supplemental life insurance to elect dependent life insurance.

### Long Term Disability (LTD) Coverage

- You can enroll in LTD coverage at any time with approval from the carrier.
- You will be subject to a 12-month pre-existing condition exclusion for conditions existing prior to your enrollment date. Please go to HARVie for more details.
- You can cancel your LTD coverage at any time by contacting Benefits. If you reenroll later, approval from the carrier may be required.

### Flexible Spending Accounts (FSA)

#### Health and Limited Purpose FSA

- You can decrease or cancel your health or limited purpose FSA if you and/or any dependents have enrolled in coverage elsewhere.
- You cannot enroll in or increase your health or limited purpose FSA election.

#### Dependent Care FSA

- You can enroll in or increase your dependent care FSA election if your spouse is newly working. You will need to provide proof of your spouse's new employment.
- You can decrease or cancel your dependent care FSA election if your spouse enrolls in DFSA with their employer. You will need to provide proof of new enrollment.

FSA elections do not carry over into the next calendar year. If you wish to enroll for the next calendar year, you must do so during the annual Open Enrollment period which typically takes place during the fall with changes effective on January 1st of the upcoming year.

**Continued on back**

# WHAT HAPPENS to your benefits



HARVARD  
Human Resources

## WHEN you or your dependent(s) gain eligibility elsewhere?

### Health Savings Account (HSA)

- You can make changes to your HSA election at any time by contacting Benefits. Changes will be effective the first of the month following the submission date of your new election.

### Hyatt Legal Plan

- Changes to the legal plan can only be made during the annual Open Enrollment period which typically takes place during the fall with changes effective on January 1st of the upcoming year.

### InfoArmor Identity Theft Protection

- Changes to the identity theft protection plan can only be made during the annual Open Enrollment period which typically takes place during the fall with changes effective on January 1st of the upcoming year.

### Retirement Benefits and Beneficiaries

- Call the Harvard University Retirement Center (HURC) at 1-800-527-1398 for information on updating your retirement plan beneficiaries.

### Next Steps

- Submit a letter to Benefits from the new employer/insurer indicating proof of enrollment elsewhere. The Letter will need to indicate who's enrolled, the type of coverage, and the coverage start date.
- An enrollment packet will be mailed to your home address.
- Complete the online enrollment within 30 days of the date your new coverage began.

### Important Information

- Changes and supporting documentation must be submitted within 30 days of the date your new coverage began and will be effective as of that date. You will be reimbursed overpaid premiums if moving from family coverage to individual coverage or cancelling coverage.
- Go to HARVie - [hr.harvard.edu/health-welfare-benefits](http://hr.harvard.edu/health-welfare-benefits) - for more information and forms.

### Questions?

If you have questions about "What Happens When..." contact:

Harvard University Benefits

114 Mt. Auburn Street 4th Floor Cambridge, MA 02138

Phone: 617-496-4001 Fax: 617-496-3000 Email: [benefits@harvard.edu](mailto:benefits@harvard.edu)

Hours of Operation

Phone: M-T-Th-F 9:00am to 5:00pm W: 10:00am to 5:00pm Walk-in: M-Th 11:00am to 3:00pm

Closed Fridays for walk-ins

This summary of Harvard's benefit policies has been designed to acquaint you with features of the plans. Every attempt has been made to summarize these programs and policies accurately; however, this summary is not designed to serve as your reference for the details of these benefits. The benefit plan documents, copies of which are available through Harvard Benefits, contain more detailed information about the benefits described in this summary. The actual provisions of each benefit plan will govern if there is any inconsistency between this summary and Harvard University's formal policies or contracts. This summary does not constitute a contract for any benefit. Harvard University reserves the right to modify or terminate its benefit plans.

January 2019