

**PLEASE READ CAREFULLY AS THE 2024 PORTABILITY PROCESS HAS  
CHANGED**

## Overview

Insurance Portability refers to the insured's right to continue their insurance coverage if they transfer to another District. Employee Benefits Division (EBD) works with the Public School Employee (PSE) Health Insurance Representatives (HIRs) to ensure PSEs do not experience a coverage gap during the summer months when transferring from one district to another.

## Mark Your Calendar with These Important Dates

- **May 16, 2024** – Entry of transfers to your district can start to be entered in ARBenefits (see instructions in this document). **NOTE: This must be done through the HIR Rep Portal, no paper forms will be accepted.**
- **August 9, 2024** – Entry of transfers to your district in ARBenefits must be completed by this date.
- **August 31, 2024** – Outgoing district coverage end date.
- **September 1, 2024** – Transferred employee's coverage begins with the new district.

## Things to Remember

Employees can only be considered a transfer if **both** the outgoing and incoming district participate in portability.

- If **one or both districts do not participate**, the employee will be treated as a voluntary termination with the outgoing district and a new hire with the new district.
- If your employee is not a Portability transfer, you will need to term them in eFinance and ARBenefits as usual.

Districts participating in portability must establish a deadline for their employees to inform the district of their intent to transfer.

Employees who do not notify their intent to participate or notify the current district after the established deadline, should be treated as a voluntary termination and a new hire with the new district. The employee would be considered a new hire even if they are moving between participating districts.

Employees who transfer participating districts will be covered by the outgoing district through **August 31, 2024**. The new district will begin covering the employee as of **September 1, 2024**. **These dates CANNOT be changed.**

- It is the responsibility of the outgoing district to make sure they receive payment from transferring employees for the summer months. Districts are responsible for actively covered members on their monthly bill.
- If your district sets up a deadline for an employee to remit payment to the district, and they miss that deadline, you can terminate the member for nonpayment of premiums.
  - The employee could then enroll for ARBenefits as a new hire with their new district when they become eligible. **The 15-day window to terminate an employee back to the end of the previous month still applies.**

## What Districts Needs to Do for Transferring Employees

- Enter your transfer employee in ARBenefits system between 5/16-8/9/2024. The incoming district will submit the transfer in the ARBenefits Rep Portal. **There will be no paper forms to fill out, this must be done through the portal.**
- Transferring employees must be added in APSCN/eFinance by the new district **BEFORE** EBD can process a transfer and move the employee to their new district.
- Outgoing districts will still need to term their employees in APSCN/eFinance for 8/31.

## Employee's Choice

Employees have the option to continue their coverage as a transfer or be considered a new hire even if moving between participating districts. Employees cannot change their decision once the transfer request has been processed. Employees who transfer cannot make any changes to their current plan. The transferring employee should **NOT** submit an Enrollment Form to EBD. Their current coverage will move to their new group starting September 1, 2024.

Employees who are treated as new hires can make changes to their plan. They must submit an ARBenefits Election Form when they become eligible with their new district. If employees have a break in service or if they change plan levels (Premium, Classic, or Basic), their accumulators (such as deductible, coinsurance, etc.) will reset.

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*Employees who are not currently enrolled with an ARBenefits Health Plan who transfer between participating districts are eligible to enroll with the ARBenefits Plan with their new district as a new hire.*

*The effective date of coverage is based on the new hire date with the new district and when the completed Election Form and corresponding documentation is submitted to EBD.*

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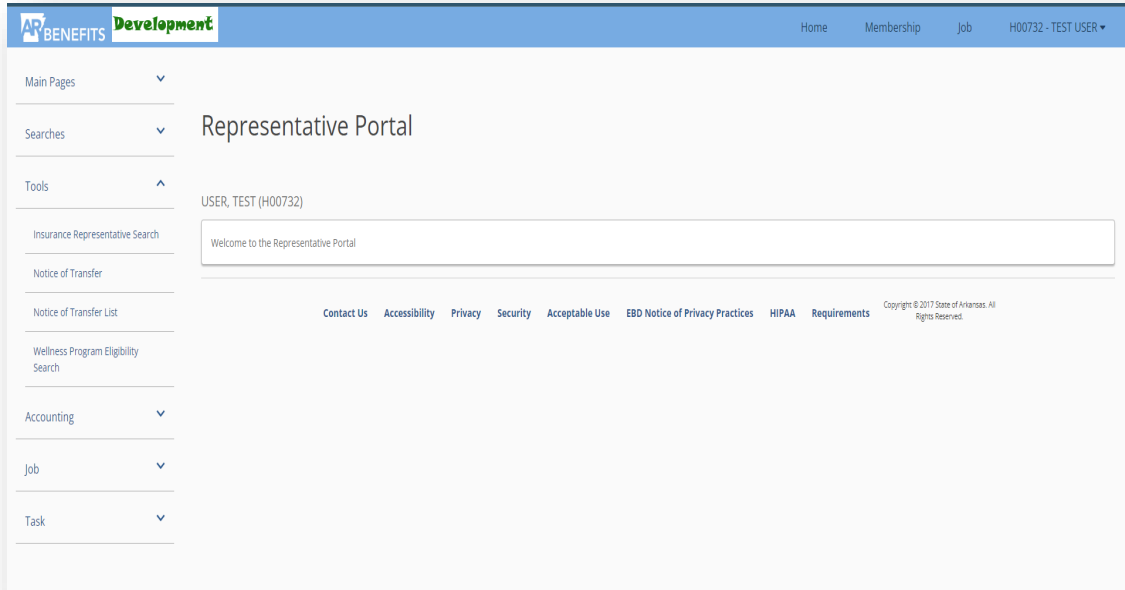
## **Colonial Life**

Colonial Life follows the same dates as EBD for employees transferring between participating districts. Employees who transfer between districts can elect new life insurance coverage with Colonial Life through their new district like any new hire. Any current coverages with Colonial Life will transfer to their new district as well. For questions regarding life insurance coverage for employees leaving, or joining a new district, the HIR should send a secure task to the Colonial Life group for direction.

# How to Enter Your New Transferring Employee In ARBenefits

## New tabs under Tools

This will only be available to HIRs who are in a participating school district.

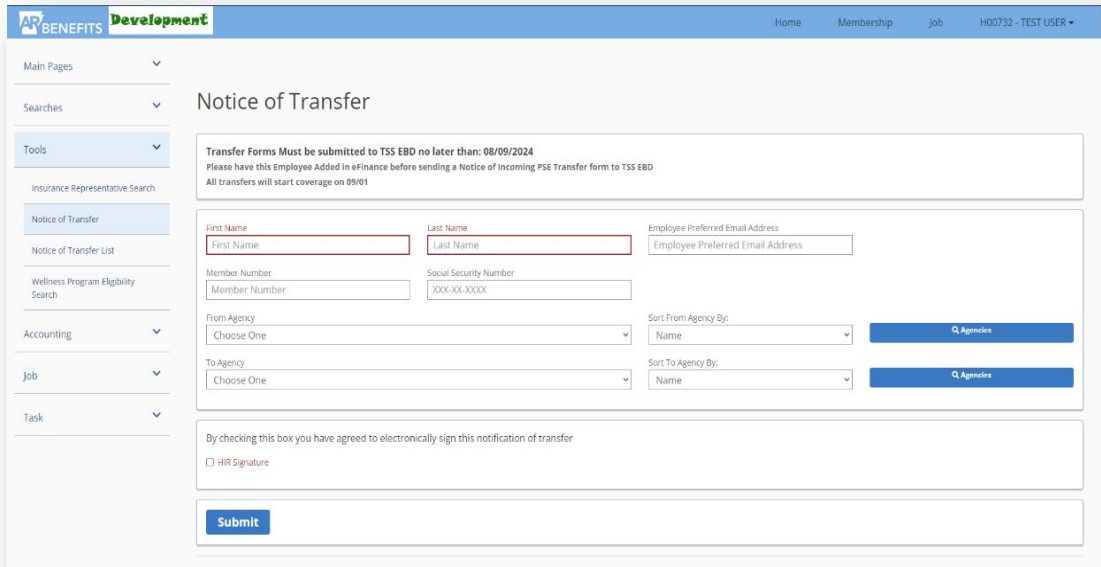


## Notice of transfer

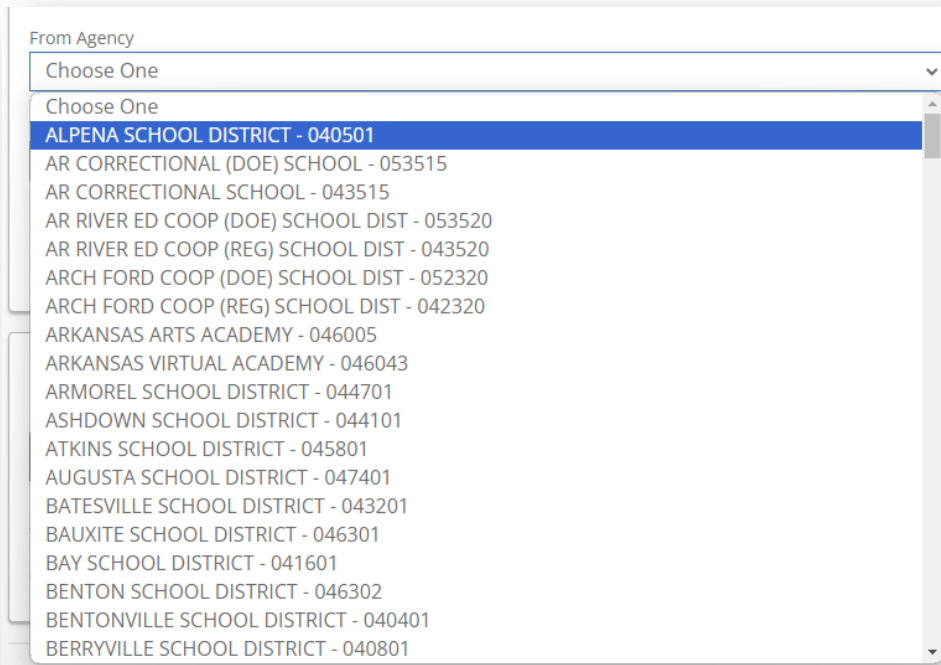
This will only be available to HIRs who are in a participating Portability School District.

Enter first and last name of transferring employee.

Enter either employee member ID number or SSN.

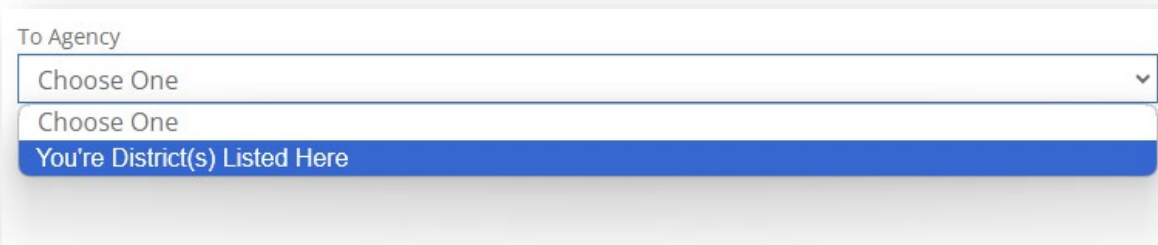


Select school district your new employee is transferring from.



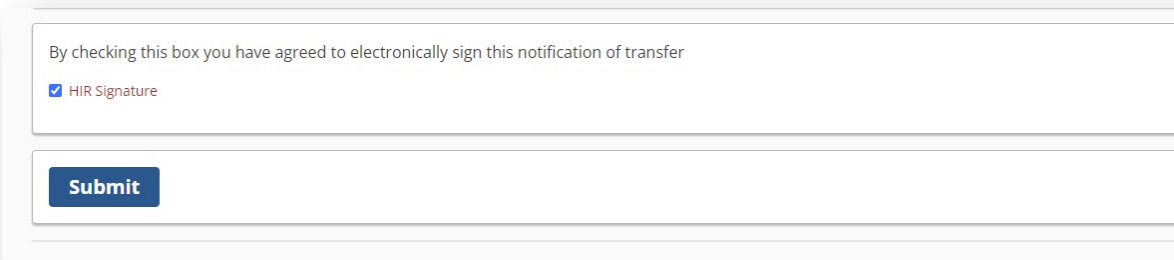
The screenshot shows a dropdown menu titled "From Agency". The menu is open, displaying a list of school districts. The first option, "ALPENA SCHOOL DISTRICT - 040501", is highlighted in blue. Other options include "AR CORRECTIONAL (DOE) SCHOOL - 053515", "AR CORRECTIONAL SCHOOL - 043515", "AR RIVER ED COOP (DOE) SCHOOL DIST - 053520", "AR RIVER ED COOP (REG) SCHOOL DIST - 043520", "ARCH FORD COOP (DOE) SCHOOL DIST - 052320", "ARCH FORD COOP (REG) SCHOOL DIST - 042320", "ARKANSAS ARTS ACADEMY - 046005", "ARKANSAS VIRTUAL ACADEMY - 046043", "ARMOREL SCHOOL DISTRICT - 044701", "ASHDOWN SCHOOL DISTRICT - 044101", "ATKINS SCHOOL DISTRICT - 045801", "AUGUSTA SCHOOL DISTRICT - 047401", "BATESVILLE SCHOOL DISTRICT - 043201", "BAUXITE SCHOOL DISTRICT - 046301", "BAY SCHOOL DISTRICT - 041601", "BENTON SCHOOL DISTRICT - 046302", "BENTONVILLE SCHOOL DISTRICT - 040401", and "BERRYVILLE SCHOOL DISTRICT - 040801".

Select the school district your new employee is transferring to (this will be your district and should be the only option available unless you oversee multiple districts.)



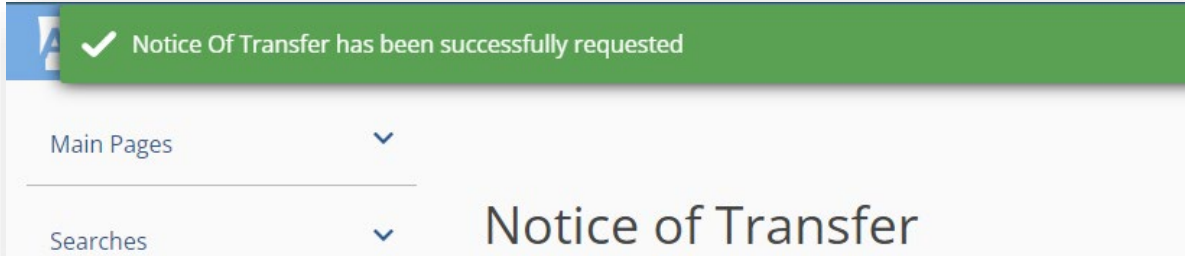
The screenshot shows a dropdown menu titled "To Agency". The menu is open, displaying a single option: "You're District(s) Listed Here". This option is highlighted in blue. The text "Choose One" is visible above and below the dropdown arrow.

The HIR signature for submission is required. To do so, you must check the HIR Signature box and click Submit.



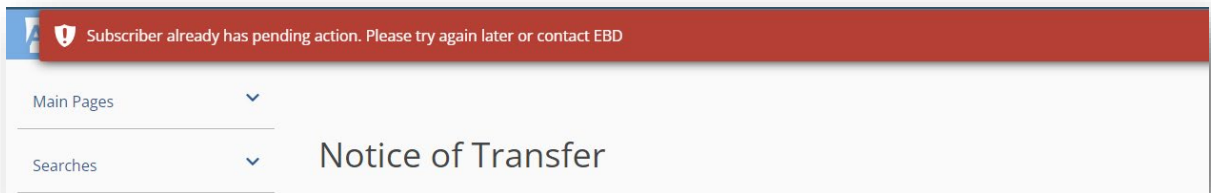
The screenshot shows a form with a checkbox labeled "HIR Signature" which is checked. Above the checkbox is the text: "By checking this box you have agreed to electronically sign this notification of transfer". Below the checkbox is a blue button labeled "Submit".

### Alert of successful submission



### Alert of Already Submitted Member

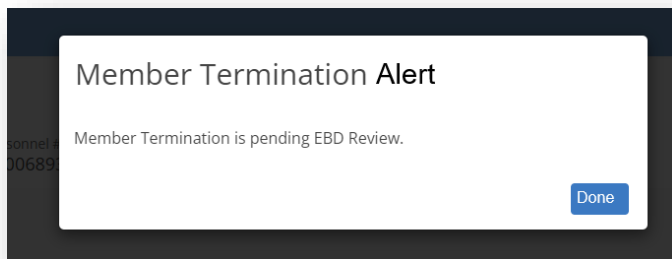
This error will occur if the from school district has submitted a termination, or if your employee has already been submitted. Please reach out to EBD if this error message occurs.



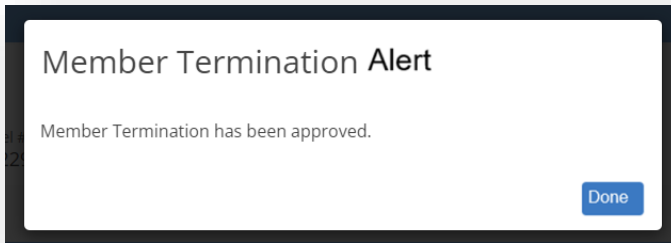
### New Pop Up when Terminating Members

The outgoing school district should **NOT** submit a termination if they know the member is a transfer.

### Termination needs EBD Review

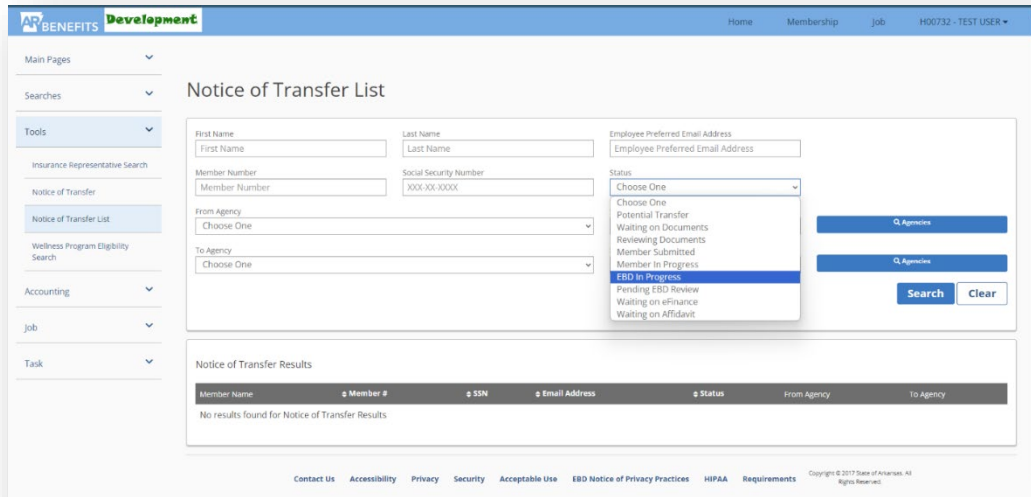


## Termination was Approved, does not need EBD Review



## Notice of Transfer List

This is where you can go in ARBenefits to can see the status of your new employee in the transfer process.



When Notice of Transfer is sent, communication on any member which needs to occur in this list will happen through Task.

This is the status that will show for any member who has been termed by the outgoing district.

