



PORTABILITY TRANSFER PROCESS 2025

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, 2025** – 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.**
- **July 1** – EBD will start processing portability transfers.
- **August 8, 2025** – Entry of transfers to your district in ARBenefits must be completed by this date.
- **August 31, 2025** – Outgoing district coverage end date.
- **September 1, 2025** – Transferred employee's coverage begins with the new incoming district.

Things to Remember

Employees are **only** considered to be 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.
 - This employee will need to submit new hire paperwork for enrollment.
- If your employee is not a Portability transfer, the outgoing district will need to term them in eFinance and ARBenefits as usual during the month of termination.
- **Outgoing districts who participate in portability DO NOT need to term anyone in ARBenefits.**

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 between participating districts will be covered by the outgoing district through **August 31, 2025**. The new district will begin covering their new employee as of **September 1, 2025**. **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 TO TRANSFER EMPLOYEES

- **Incoming districts only**, enter your new transfer employee in ARBenefits between **May 16 through August 8, 2025**, in the ARBenefits Rep Portal.
 - No paper forms, Election Forms/Change Forms with Transfer written on them, emails, or Tasks will be accepted as a transfer request.
- Transferring employees **must be added** in eFinance by the new incoming district at least the day before entering in ARBenefits.
 - If Payroll is responsible for entering your new employee in eFinance, verify with Payroll the employee has been added to eFinance before you submit the transfer in ARBenefits.
 - If they have not or were entered the same day as in entering in eFinance, your employee will not populate for you in your district in ARBenefits.
- **Outgoing districts still need to term their employees in eFinance for August 31, 2025.**
 - Leave Insurance Eligible field as “Y”.

Employee's Choice

Employees have the option to continue their coverage as a portability 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 or Change Form to EBD. Their current coverage will move to their new group starting September 1, 2025.

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, out-of-pocket, etc.) will reset.

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.

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 coverage(s) 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 PORTABILITY TRANSFER EMPLOYEE IN ARBENEFITS

New Tabs Under Tools

This screen is only available to HIRs who are in a school district participating in portability.

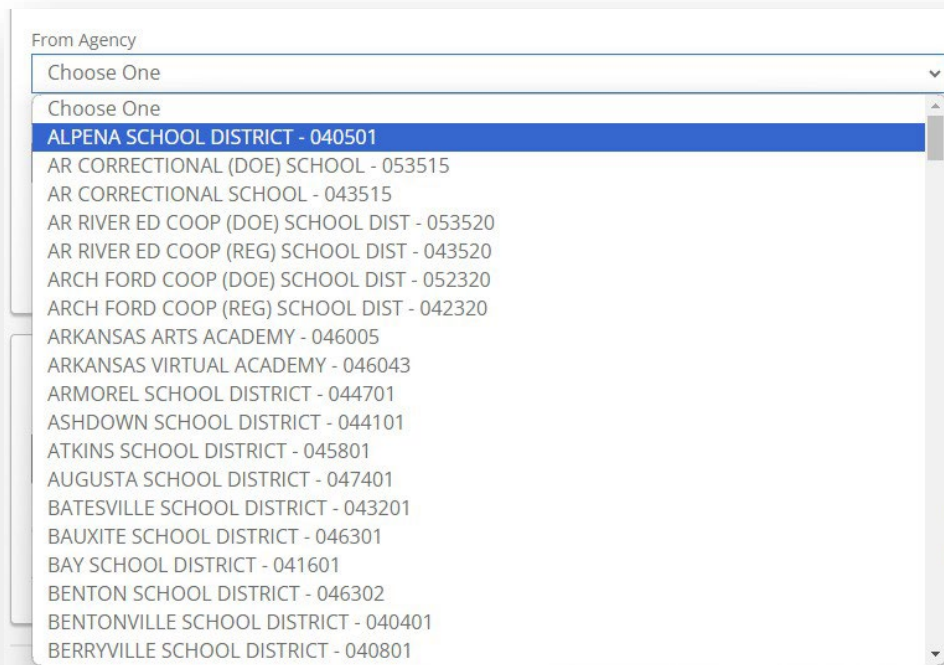
The screenshot shows the ARBENEFITS Development portal. The top navigation bar includes 'Home', 'Membership', 'Job', and 'H00732 - TEST USER'. The left sidebar has a 'Tools' section with a dropdown arrow. The main content area is titled 'Representative Portal' and shows 'USER, TEST (H00732)'. Below this is a 'Welcome to the Representative Portal' message. At the bottom, there is a footer with links: 'Contact Us', 'Accessibility', 'Privacy', 'Security', 'Acceptable Use', 'EBD Notice of Privacy Practices', 'HIPAA', and 'Requirements'. A copyright notice for 2017 State of Arkansas is also present.

Notice of Portability Transfer

- Enter first and last name of your new portability transfer employee.
- Enter either employee member ID number or SSN.

The screenshot shows the 'Notice of Transfer' form in the ARBENEFITS Development portal. The form includes a warning: 'Transfer Forms Must be submitted to TSS EBD no later than: 08/09/2024'. It asks the user to have the employee added in eFinance before sending a Notice of Incoming PSE Transfer form to TSS EBD. The form fields include: 'First Name' (with a red border), 'Last Name' (with a red border), 'Employee Preferred Email Address', 'Member Number', 'Social Security Number' (with a placeholder 'XXX-XX-XXXX'), 'From Agency' (a dropdown menu), 'To Agency' (a dropdown menu), 'Sort From Agency By:' (a dropdown menu), and 'Sort To Agency By:' (a dropdown menu). There are two blue buttons labeled 'Q Agencies'. At the bottom, there is a checkbox for 'HIR Signature' and a 'Submit' button.

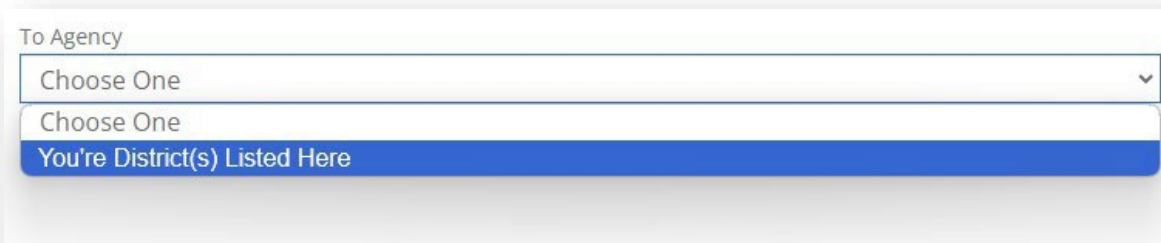
Select the **outgoing** school district your new employee is **transferring from**.



The 'From Agency' dropdown menu is open, displaying a list of school districts. The first option, 'ALPENA SCHOOL DISTRICT - 040501', is highlighted in blue. The list includes various districts such as AR CORRECTIONAL (DOE) SCHOOL, AR RIVER ED COOP, ARCH FORD COOP, ARKANSAS ARTS ACADEMY, ARKANSAS VIRTUAL ACADEMY, ARMOREL SCHOOL DISTRICT, ASHDOWN SCHOOL DISTRICT, ATKINS SCHOOL DISTRICT, AUGUSTA SCHOOL DISTRICT, BATESVILLE SCHOOL DISTRICT, BAUXITE SCHOOL DISTRICT, BAY SCHOOL DISTRICT, BENTON SCHOOL DISTRICT, BENTONVILLE SCHOOL DISTRICT, and BERRYVILLE SCHOOL DISTRICT.

From Agency
Choose One
ALPENA SCHOOL DISTRICT - 040501
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
BERRYVILLE SCHOOL DISTRICT - 040801

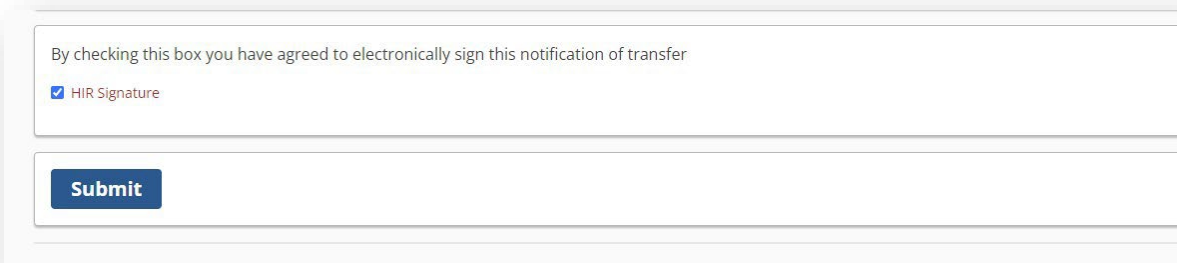
Select the **incoming** school district your new employee is **transferring to** (this will be your district and should be the only option available unless you oversee multiple districts.)



The 'To Agency' dropdown menu is open, displaying a single option: 'You're District(s) Listed Here'. This option is highlighted in blue.

To Agency
Choose One
You're District(s) Listed Here

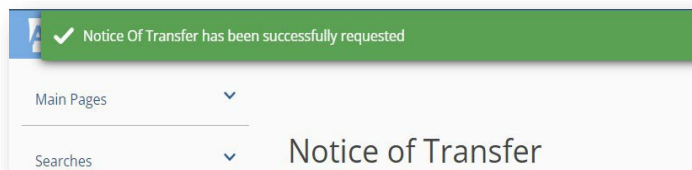
The HIR signature for submission is required. To do so, you must check the HIR Signature box **and click** Submit. *Note: If your system times out before you click Submit, ARBenefits will not bookmark your entry or save it.*



The form contains a checkbox labeled 'HIR Signature' which is checked. Below the checkbox is a blue 'Submit' button.

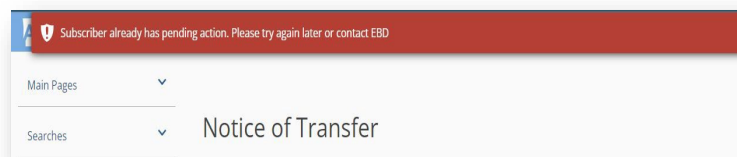
By checking this box you have agreed to electronically sign this notification of transfer
<input checked="" type="checkbox"/> HIR Signature
<input type="button" value="Submit"/>

Alert of successful submission



Alert of Already Submitted Member

This error will occur if the outgoing 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 does **NOT** need to do anything in ARBenefits for the employee if they are a portability transfer.

DIFFERENT STATUSES FOR PORTABILITY TRANSFER IN ARBENEFITS

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.

The screenshot shows the ARBENEFITS Development web application. The top navigation bar includes "Home", "Membership", "Job", and a user profile "H00732 - TEST USER". A left sidebar contains a "Tools" dropdown menu with options like "Insurance Representative Search", "Notice of Transfer", "Notice of Transfer List" (which is highlighted), "Wellness Program Eligibility Search", "Accounting", "Job", and "Task". The main content area is titled "Notice of Transfer List". It contains several input fields: "First Name", "Last Name", "Employee Preferred Email Address", "Member Number", "Social Security Number", "From Agency" (with a dropdown), and "To Agency" (with a dropdown). A "Status" dropdown menu is open, showing options: "Choose One", "Potential Transfer", "Waiting on Documents", "Reviewing Documents", "Member Submitted", "Member In Progress", "EBD In Progress" (which is highlighted), "Pending EBD Review", "Waiting on eFinance", and "Waiting on Affidavit". Below these fields are two buttons labeled "Q Agencies". At the bottom right of the form are "Search" and "Clear" buttons. Below the form is a section titled "Notice of Transfer Results" which contains a table with headers: "Member Name", "Member #", "SSN", "Email Address", "Status", "From Agency", and "To Agency". The table currently shows "No results found for Notice of Transfer Results". The footer of the page includes links for "Contact Us", "Accessibility", "Privacy", "Security", "Acceptable Use", "EBD Notice of Privacy Practices", "HIPAA", and "Requirements", along with a copyright notice for 2017 State of Arkansas.

Statutes and Meanings

After you submit your employee as a portability transfer you may notice different statuses throughout the process.

- Potential Transfer/Member Submitted – a person who has been submitted by the incoming school district as a portability transfer.
- Member in Progress/EBD in Progress – EBD is working on processing this member as a portability transfer.
- Pending EBD Review – something needs further review before processing can proceed.
- Waiting on eFinance – this person has not been updated in eFinance so processing cannot be completed until that happens.

Remember – EBD will not start processing portability transfers until July 1. They will be processed in the order they are entered into the system.