



Common Errors on Benefit Forms (2013 Tips and Reminders)

**The 2013 open enrollment is September 16, 2013 – October 11, 2013.
Here are some tips and reminders to help expedite processing:**

Dental:

- Plan name doesn't match org code
- Party Code incorrect
- Section B3 missing members or incomplete
- Children no longer eligible (over the age limit)
- Original signatures
- Do not submit duplicate forms. Allow enough time for OE doc to process
- Section D incomplete
- Domestic Partner statement regarding "DPA680 on file" left off in remarks section
- Section B action codes used incorrectly
- SSN/NAME does not match or SSN left off completely
- Dates left off or incorrectly listed due to not following open enrollment instructions
- Forms signed to early
- Cancel documents are incomplete
- Wrong permitting event code being used
- If new dental and Flex/Coben cash on file, Flex/Coben document not being sent to change/cancel the cash. (Flex/Coben/dental documents need to be sent stapled together as a package; not sent separately).

Flex Reimbursements:

- Original signatures
- Amounts over allowable amounts
- Wrong permitting event codes used
- Not eligible (Non Coben employee's – LT/TAU with no continuous permanent position to return to)
- Medical reimbursement minimum allowable amount per month is \$10.00 maximum allowable amount per month is \$208.33. Dependent care minimum allowable amount per month is \$20.00 maximum allowable amount per month is \$416.66.



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Flex Cash:

- Uses the wrong form (i.e. 702 for Coben vs 701 for non Coben)
- Original signatures
- Wrong information in section 4 (Example: If employee has full cash and only canceling medical, they mark cancel in section 1 and show no amount in section 4 when it should be a change document and \$12 should be shown in section 4)
- Wrong permitting event codes used
- R06 employees can only have \$128.00 flex cash
- If husband and wife involved please submit package together for both
- Make sure CalPers is updated before submitting new flex cash enrollment
- Verify the 3 year rule commitment has been met in order to cancel Flex cash for dental enrollment
- Coben employees cannot have Flex Cash for dental only
- PI open enrollment flex cash forms are to be held at the agency until July 1st of the following year. At that time, the forms are sent to SCO for processing.
- Not eligible (Non Coben employee's - LT/TAU with no continuous perm position to return to)
- If new/change Flex/Coben document and dental on file, cancel dental document needs to be sent stapled together with the Flex/Coben document as a package; not sent separately.
- Non Coben amounts = \$12 (dental), \$128 (health), \$140 (both health & dental); Coben amounts = \$130 (health), \$155 (both health & dental).
- R06 employees are not entitled to dental cash.

If you receive an email from SCO regarding documents being processed please respond immediately. Your response is needed and is holding up the form from being processed.

Please review all forms before sending it to SCO, forms filled out incorrectly may delay processing.