

**Waiver of Medical Coverage
Coverage Not Required Under Contract/Plan
SEMA4 Coding Instructions**

An employee eligible for the full employer contribution under law but not under the applicable labor agreement or compensation plan may waive medical coverage.

NOTE: An employee eligible for full employer contribution under a labor agreement or compensation plan is not eligible to waive coverage.

Agency Human Resource staff must take the following actions when an employee is eligible to waive medical coverage:

IF THE EMPLOYEE:	THEN:	WAIVER FORM:
Was hired between 4/27/15 and 5/31/15 AND has not yet made their insurance elections.	Add a row effective 6/01/15 with action/reason Data Change/OTH changing the Special Eligibility code to AW12/AW9. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.	The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form</u> .
Is a new hire (has not provided an hour of service within the past 13/26 weeks within the Control Group) effective on 6/01/15 or later.	Enter the new hire record with the Special Eligibility code AW12/AW9. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.	The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form</u> . SEGIP will include a wavier form in the insurance packet.
Had a break in service of up to 13/26 weeks and was rehired between 4/27/15 and 5/31/15.	Add a row effective 6/01/15 with action/reason Data Change/OTH changing the Special Eligibility code to AW12/AW9. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.	The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form</u> . SEGIP will include a wavier form in the insurance packet.
Had a break in service of up to 13/26 weeks and was rehired effective on 6/01/15 or later.	Enter the rehire record using the same Special Eligibility code from the prior record. Enter a sequenced row with the same effective date as the rehire row using action/reason code Data Change/RHC and Special Eligibility code AW12/AW9. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.	The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form</u> . SEGIP will include a wavier form in the insurance packet.

IF THE EMPLOYEE:	THEN:	WAIVER FORM:
<p>Did not have a break in service but experienced an employment status change between 5/3/15 and 5/31/15.</p>	<p>Add a row effective 6/01/15 with action/reason Data Change/OTH changing the Special Eligibility code to AW12/AW9. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.</p>	<p>The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form.</u></p>
<p>Did not have a break in service but experienced an employment status change effective on 6/01/15 or later.</p>	<p>Change the Special Eligibility Code to AW12/AW9 with the employment status change transaction. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.</p>	<p>The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form.</u></p>
<p>Was hired on a Seasonal Basis between 5/3/15 and 5/31/15 AND has not yet made their insurance elections.</p>	<p>Add a row effective 6/01/15 with action/reason Data Change/OTH changing the Special Eligibility code to DWF. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.</p>	<p>The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form.</u></p>
<p>Is a new hire (has not provided an hour of service within the past 13/26 weeks within the Control Group) appointed on a Seasonal Basis effective on 6/01/15 or later.</p>	<p>Enter the new hire record with the Special Eligibility code of DWF. Add a comment on the note pad explaining why and for how long the employee will be eligible to waive medical coverage.</p>	<p>The agency is responsible for providing the employee with the <u>Waiver of Medical Coverage, Coverage Not Required Under Contract/Plan form.</u></p> <p>SEGIP will include a wavier form in the insurance packet.</p>