

Affiliated Benefits Program Enrollment Timeline

Applications for membership and all necessary paperwork must be received by the 15th of the month in order for benefits to start on the 1st of the next month. Retroactive enrollments will not be approved.

Desired date for Affiliated Benefits Program coverage to begin: _____ (1) _____

Time to allow for:

Mailing out of cards, other welcome material

Subtract one week from date on line (1) _____ (2) _____

Time to allow for:

Applicable vendors set up data on their systems, produce cards, etc.

Subtract two weeks from date on line (2) _____ (3) _____

Time to allow for data tape to be produced and sent to applicable vendors:

Highmark Blue Cross Blue Shield

Express Scripts

Aetna Dental

Fidelity Investments

VSP

CNA Insurance Company

CIGNA Behavioral Health

Subtract one week from date on line (3) _____ (4) _____

Time to allow for:

Data input into the Board of Pensions systems:

Quality assurance review of data

Subtract two weeks from date on line (4) _____ (5) _____

Time to allow for:

Forms scanned/data reviewed for completeness/route to teams

Subtract one week from date on line (5) _____ (6) _____

Time to allow for:

Enrollment forms/data received at the Board of Pensions

Subtract one week from date on line (6) _____ (7) _____

Latest date completed forms/data can be mailed:

Date on line (7) _____