

BENEFITS ADMINISTRATION 101

Maintaining Coverage for Students

September is a good time to remind employers and employees of the administrative processes for students covered by the group insurance plan. Employees who have a dependent child who is currently identified as a full-time student, 21 years or older, will receive a verification letter from our Administration team early in September to re-certify the student's status. We require confirmation of student status by September 30th to continue their coverage. A reminder that dependent children who are students can remain on the benefits plan until age 25, or age 26 if the employee resides in Quebec.

Provincial Health Coverage is Mandatory!

As with all members of group insurance plans, students **MUST** be covered by their provincial health plan to be eligible for extended health coverage. Most provinces will allow students to retain eligibility for extended health coverage, with typically the following conditions:

- Student must be a Canadian citizen or permanent resident
- Student makes their home in the specifically named province
- Student is physically present for six of the 12 months immediately before studying in an out-of-province school
- Student is in full-time attendance (virtual and/or in-person classes) at an educational institution recognized by the provincial health plan
- Student must return to their normal province of residence by the last day of the month following the completion of their studies*

* Otherwise completion of the prescribed waiting period will be required upon return to their province of residence

Coverage for Out-of-Province Students

If studying outside of their normal province of residence, students will only be covered for physicians and hospital services by the provincial health plan. Check out the provincial government websites or contact our office for specific information and guidelines.

THE JOHNSTONE'S ADVANTAGE

Our mission is simple:
Treat each client as if they were our only client.

Our value is clear:
We are completely independent. We work for you and offer total flexibility on insurers and plans.

We offer all your group insurance services including administration, brokerage, consulting, and communications.

We provide dedicated client support, customization and flexibility to meet all of your company's benefits needs. And we make **solid group plans simple.**



Other Administrative Provisions

Just as a reminder to plan sponsors, group insurance plans include contractual participation and eligibility provisions, typically in the contract section “General Information” that include:

Eligibility and Waiting Period

This provision includes a definition of eligible employees (ie. permanent, full-time), residence requirements (ie. reside in Canada), and minimum hours of work (ie. working 30 hours per week).

Insurance Effective Dates

This provision defines the effective date of coverage (ie. employee has completed the necessary enrolment forms and is actively at work).

Late Applicants

This provision identifies when coverage will be effective and any limitations to benefits if forms are not submitted within 31 days of eligibility (ie. coverage effective when the insurer approves; dental benefits limited to a maximum of \$200 per person during first 12 months of coverage).

Medical Evidence Requirement

This provision defines requirement for evidence of good health for life insurance and disability insurance in excess of no-evidence amounts as shown in summary of benefits.

REMINDER

All employees who are eligible for coverage as defined in the group insurance contract should participate in the benefits plan. Employees whose spouse has an extended health and/or dental plan can opt out of their coverage upon signing a release form

Optional Benefits

There was an interesting article this past month in Benefits Canada about voluntary benefits offered by Canadian employers. It seemed like the perfect opportunity to remind our clients of these benefits, why they are normally offered, and new trends that may be of interest to discuss further.

The article reminded organizations that if they have a number of employees who fall outside of the typical plan member parameters (i.e. numerous health conditions, unique financial situation, part-time employees, or ineligibility for any reason), offering voluntary benefits will supplement for benefits they are otherwise not eligible for and level the field of options.

Typically, employers see optional benefits as an opportunity to offer insurance coverage to their employees to supplement the group benefits at reduced group discounted rates, and with simple administration (typically employee premiums are paid through payroll deduction).

As part of a group plan, we offer clients:

- Critical illness insurance
- Permanent life insurance
- Accidental death and disablement insurance
- Travel insurance

Interested in discussing these opportunities?

CONTACT US

Johnstone's Benefits

3095 Woodbine Drive
North Vancouver, BC V7R 2S3

Phone: 604 980 6227

Toll Free: 1 800 432 9707

Fax: 604 983 2935

Website: www.jbenefits.com

JOHNSTONE'S JOURNAL is published monthly and designed to provide topical information of interest not only to plan administrators, but to all employees who enjoy coverage under the benefit plan. Feel free to make copies and share with your employees.

