

# GRADUATE ASSISTANT HEALTHCARE: Connecticut Partnership Plan Frequently Asked Questions

**1. How do I enroll in insurance coverage through the Connecticut Partnership Plan?**

- a. Online at <https://hr.uconn.edu/ga-health-insurance/>.

**2. When can I enroll?**

*You may enroll during an initial enrollment period, which is 31 days from your date of hire. You may also enroll within 31 days from the date of a qualifying life event, or during the annual Grad Open Enrollment period.*

**3. Who is eligible for insurance coverage under the Connecticut Partnership Plan at UConn?**

- a. *You are eligible for this benefit if you have:*
- i. *A Graduate Assistantship (paid by Payroll)*
  - ii. *A Graduate Internship (paid by Payroll or approved by the Graduate School)*
  - iii. *A Graduate Fellowship as approved by the Graduate School*

**4. When is the coverage effective?**

- a. *Coverage goes into effect the first day of the month following your hire date or qualifying life event date. Grad Open Enrollment changes take effect September 1st.*

**5. Do I need to re-enroll annually if my appointment is continued?**

- a. *No, there is no need to re-enroll annually if your appointment is continued. Coverage will continue with the elections you have from the previous semester.*
- b. *If your coverage was terminated mid-appointment due to an academic leave of absence through The Graduate School, you will need to re-enroll within 31 days of the start date of your new Assistantship/eligible Internship/eligible Fellowship appointment.*

**6. I will be maintaining my status as a student but I need to take a leave of absence from my employment.**

***Where can I find information regarding taking a leave of absence only from my Graduate Assistantship?***

- a. *Information concerning leaves of absences for a GA from their Graduate Assistantship only, can be found at the following link: <https://hr.uconn.edu/ga-leave-administration/>. The link includes the forms to apply, types of leave per the GEU-UAW contract and pay and benefit implications. Please contact the Leave Administrator at the link above to initiate the leave process.*

**8. What happens if I experience a qualifying life event? (marriage, birth of child, loss of coverage, etc.)**

- a. You must submit your request to add/drop dependent(s) within 31 days of your Life Event Date.
  - i. Submit Life Event requests in [CORE-CT](#) for the below:
    - Birth/Adoption (Add Children)
    - Marriage (Add Spouse/Children)
    - Divorce/Legal Separation (Drop Spouse/Children)
    - Loss of Spouse/Dependent Coverage (Add Spouse/Children)
    - Loss of Coverage (Add Self/Spouse/Children)
  - ii. Submit all other Life Events via a [Benefit Change Form](#)
    - Drop Self/Dependent(s) due to gaining coverage through another source
    - Add/Drop dependents who enter/leave the U.S.
    - Death of a Dependent
  - iii. If you are unsure if you experienced a qualifying Life Event please contact Human Resources at [HR@uconn.edu](mailto:HR@uconn.edu) or 860-486-3034

**9. How much does the insurance cost? How do I pay it?**

- a. Rates for medical and dental coverage can be found at: <https://hr.uconn.edu/ga-health-insurance/>.
- b. Graduate Assistants & Graduate Interns – Payment is deducted from your paycheck on a bi-weekly basis. Paycheck dates are listed on the Medical and Dental Rates page. Questions regarding your paycheck deductions can be directed to the Payroll Office at 860-486-2423.
- c. Graduate Fellows – Payment is charged to your Fee Bill

**10. What happens when my Assistantship/Fellowship/Internship ends?**

- a. Your benefits will terminate on the last day of the month that your appointment ends.
  - i. For appointments that end on the last day of the month, coverage will continue through the last day of the following month.
  - ii. For appointments ending at the conclusion of the Spring Semester end-date, coverage will end on August 31<sup>st</sup>.
- b. Continuation of Coverage via COBRA – the COBRA Administrator will automatically send a COBRA notice following notification of termination of coverage. The COBRA Administrator for the Partnership Plan is Anthem COBRA Unit at 1-800-433-5436.

**11. What if I switch from an Assistantship to a Fellowship? Vice versa?**

- a. Your coverage will continue without interruption, upon verification of your change in status. Those going from an Assistantship to a Fellowship who are expecting coverage to be continued and receive a COBRA notice from the carrier should contact Human Resources at 860-486-3034 for assistance.
- b. Graduate Assistants and Interns pay for premiums via payroll deduction; Graduate Fellows are charged premiums via the student fee bill.

**12. What if I want to enroll after my 31 day initial enrollment period, or after my qualifying event 31 day enrollment period?**

- a. *After the 31 days have elapsed, you may only enroll in coverage, and add/drop dependents during Grad Open Enrollment, which is held annually in August each year for a September 1st effective date.*

**13. What if I need to change my name and/or address information?**

- a. *Change of address/name must be updated in both the [Student Administration System](#) and [Employee Self Service](#).*

**14. How long will it take to get my insurance cards?**

- a. *Approximately 4 weeks from when you are enrolled with the carrier. Please note that insurance cards will be mailed to the address listed for you in CORE-CT. To confirm, or update the address listed, go to [ess.uconn.edu](http://ess.uconn.edu).*

**15. What if I need to use the insurance before I receive my ID cards?**

- a. *You may contact your insurance carriers to obtain ID numbers over the phone to use while you wait for your cards in the mail.*
- b. *Insurance Provider Contact Information can be found at <https://hr.uconn.edu/ga-health-insurance/>.*